GradePoint 2020™

Electronic Manager and Gradebook

Installation and User Guide

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LAB-VOLT SYSTEMS, INC.
P.O. Box 686
Farmingdale, NJ 07727
Attention: Program Development
Phone: (732) 938-2000 or (800) LAB-VOLT
Fax: (732) 774-8573
Technical Support: (800) 522-4436
Technical Support E-Mail: techsupport@labvolt.com

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INTRODUCTION

GradePoint 2020 is a powerful classroom management system. It is designed to aid instructors who use the *Tech-Lab System*, although instructors who do not use *Tech-Lab* may find the application's online grade book useful.

GradePoint 2020 makes it easy for the instructor to execute many administrative tasks, including scheduling, grading, generating reports, and monitoring student progress and activity. The program's unique editing features provide greater flexibility with creating and editing *Tech-Lab* curricula competencies, rubrics, and tests.

The *Tech-Lab System* must be installed prior to the installation of *GradePoint 2020*. If the optional *NetOp Student* has been installed with *Tech-Lab, GradePoint 2020* provides the means for online student/teacher interaction. Instructors gain the ability to monitor and edit the online *Student Journal* as well.

GradePoint 2020 operates based on information obtained from the *Tech-Lab System* data folder. *GradePoint 2020* also maintains its own database on the instructor's PC. This separate database is used to maintain student-class relations, lab grade weights, class grade books, and schedules. This database is updated whenever student data is collected and whenever the database is optimized.

GradePoint 2020 is compatible with peer-to-peer or client-server based network systems such as **Microsoft Network**, **Microsoft NT**, and **Novell NetWare**.

INSTALLATION

Lab-Volt strongly recommends that *Tech-Lab* and *GradePoint 2020* **not** be installed on the same workstation, except in stand-alone configurations that do not have *NetOp* installed. *NetOp* provides no benefits on a stand-alone machine; if installed there, it should be deleted to free up disk space.

If installing *GradePoint 2020* on to a *Tech-Lab System* that does not currently have *NetOp* installed at the workstation, the installer may wish to install *NetOp Student* at this point so that instructors may make full interactive use of *GradePoint 2020*. Instructions for installing *NetOp Student* follow this section immediately.

To install *GradePoint 2020*, the *Tech-Lab* server name and the resource name of the data folder (the share name of the LVShare folder) are required.

Installing the Management System

The *GradePoint 2020 Install* looks for "LVTServer" as the default name of the *Tech-Lab* server and "TLSystem" as the default share name for the *Tech-Lab* systems folder. If the default names were not used during the *Tech-Lab* installation, be sure to obtain the exact customized names that were used. *GradePoint 2020* will not be installed if the names are not exact.

1. Insert the *GradePoint 2020* CD-ROM in the CD-ROM drive of the instructor machine.
2. Click on **Start**, **Run** and then, enter "D:\Setup.exe" (where D: is your CD-ROM drive) in the ***Open*** box. Click **OK**.
3. The Welcome window appears. Click on **Next**.
4. The License Agreement window appears. *GradePoint 2020* will not be installed if the license isn't accepted. Select **I Accept the Agreement**. Click on **Next**.
5. The Information window appears. Read the release notes and click **Next**.
6. The Choose Options window appears. Check **NetOp** to install the student monitoring and interaction software. This option is NOT recommended for stand-alone workstations.
7. The Select Installation Type window appears. Select **Stand-Alone Operation** for non-networked workstations. Select **Client-Server Operation** for networked workstations. Click on **Next**.
8. The Choose Destination Location window appears. By default, the *GradePoint 2020 Install* will suggest installing *GradePoint* to `C:\GP2020` (where C: is your hard drive). To use another folder, click on **Browse**. The destination folder must have a name that is eight (8) letters or less long, containing no special characters, spaces, or punctuation. The folder must

not be in the root directory or Windows directory, be on a removable drive, or be "read only." When you have your target directory chosen, click on **Next**.

9. If installing Client-Server, the *Link to Tech-Lab* window appears. The target server name for the LVTServer folders will be listed as the instructor's machine. If this is not the *Tech-Lab system* server, select **Default Computer Name** or type in a different name in the **Specify Computer Name** field box.
10. If installing Client-Server, the default share/resource name of the *Tech-Lab system* folder is TLSystem. If this is not the share name of the system folder created for *Tech-Lab*, click on **Specify Resource Name** and enter the name in the accompanying field. Click on **Next**.
11. The Confirmation window appears. Review the information presented there. If correct, click on **Next**. Otherwise, use the **Back** button to correct the install settings. The *GradePoint Install* begins copying files.
12. The *GradePoint 2020* icon appears on the instructor's desktop.

NetOp *Installation Information*

NetOp Teacher works in conjunction with *NetOp Student* to allow instructors and students to work across the computer network in real time, even if the instructor and students are in different rooms. *NetOp Teacher* installs, if selected, with *GradePoint 2020*. *NetOp Student* was installed with *Tech-Lab*, if that option was selected at the time of the "client side" install at each workstation. Some workstations may have *NetOp Student* and some may not.

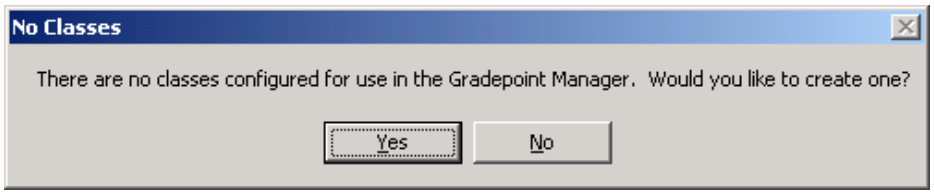
NetOp Student must be installed to at least one workstation before *NetOp Teacher* will function properly. The *Tech-Lab* installation CD-ROM will not be needed for a belated install, as the system is designed to install *NetOp Student* across the LAN.

NetOp Student Install

1. At each *Tech-Lab* workstation where *NetOp Student* is desired, double-click on the **Tech-Lab** icon on the desktop and then immediately hold down the *CTRL* key. Do not hold down the *CTRL* key while clicking on the **Tech-Lab** icon.
2. A Confirmation window will appear. Release the *CTRL* key. "You are about to install the *Tech-Lab* System files. Do you wish to continue?" Click **Yes**. *Tech-Lab* data will not be overwritten.
3. The Tech-Lab Installation Options window will appear. Select **Install NetOp Student**. Click **OK**.

Using GradePoint 2020

Since nearly all *GradePoint* functions require that the instructor select a class, the first step to using *GradePoint 2020* is creating a class when the program is first opened.



To create a class, simply click the **Yes** button, and enter a class title when the next window appears. Then, select students and courses from the lists available. Create as many classes as needed by simply clicking the **New Class** button. Students may be edited or added at any time, so there is no need to add students or courses at this time.

Every class requires a unique name. Class titles used in this program are often the instructor's name plus the homeroom number of the students or the period that class takes place in. Class titles can be anything, including phrases. However, each code must be unique.

Note: If the instructor is not ready to create a class at this time, *GradePoint 2020* will shut down. A class can, of course, be created without any students or courses. Students and courses may be imported through the *Configurator* from the *Tech-Lab System* at any configured workstation with or without classes.

Instructors may wish to take the **Quick Tour** provided within the *GradePoint 2020* help file to become familiar with the overall workings of the management system.

BACKING UP THE DATABASE

GradePoint 2020 has an automatic function that backs up your *GradePoint* data. However, this protection is largely to prevent data corruption. Without a separate backup copy, the databases are still vulnerable to viruses, hacker sabotage, and acts of nature.

GradePoint 2020's DATA, BACKUP and TDATA (which appears only when *GradePoint* is closed) folders should be backed up. These can be found in the first level of whichever folder *GradePoint 2020* has been installed to. For example, if *GradePoint 2020* is installed on the D: drive, under the default name of "GP2020", the folders to back up would be `D:\GP2020\data`, `D:\GP2020\backup` and `D:\GP2020\TDATA`. Copy these folders ONLY when *GradePoint 2020* is not running.

Lab-Volt Systems strongly recommends creating back-up files on a regular basis, specifically to a location other than the hard drive of the instructor machine. Lab-Volt also strongly recommends backing up *Tech-Lab*'s TLData folder files in the same manner.

Restoring the Database

Should it become necessary to use the backup data, it is important to restore the three data folders to a clean directory. This may be done by either deleting the three data folders, using the **Purge** feature in *Manager Maintenance*, or by reinstalling *GradePoint 2020* first. This removes possible sources of corruption. With *GradePoint 2020* closed, copy the contents of the three folders to the cleaned *GradePoint* directory. If restoring these folders from a CD-ROM, please be sure to set the attributes for the folders so that they are no longer read only, otherwise *GradePoint* will not function properly.

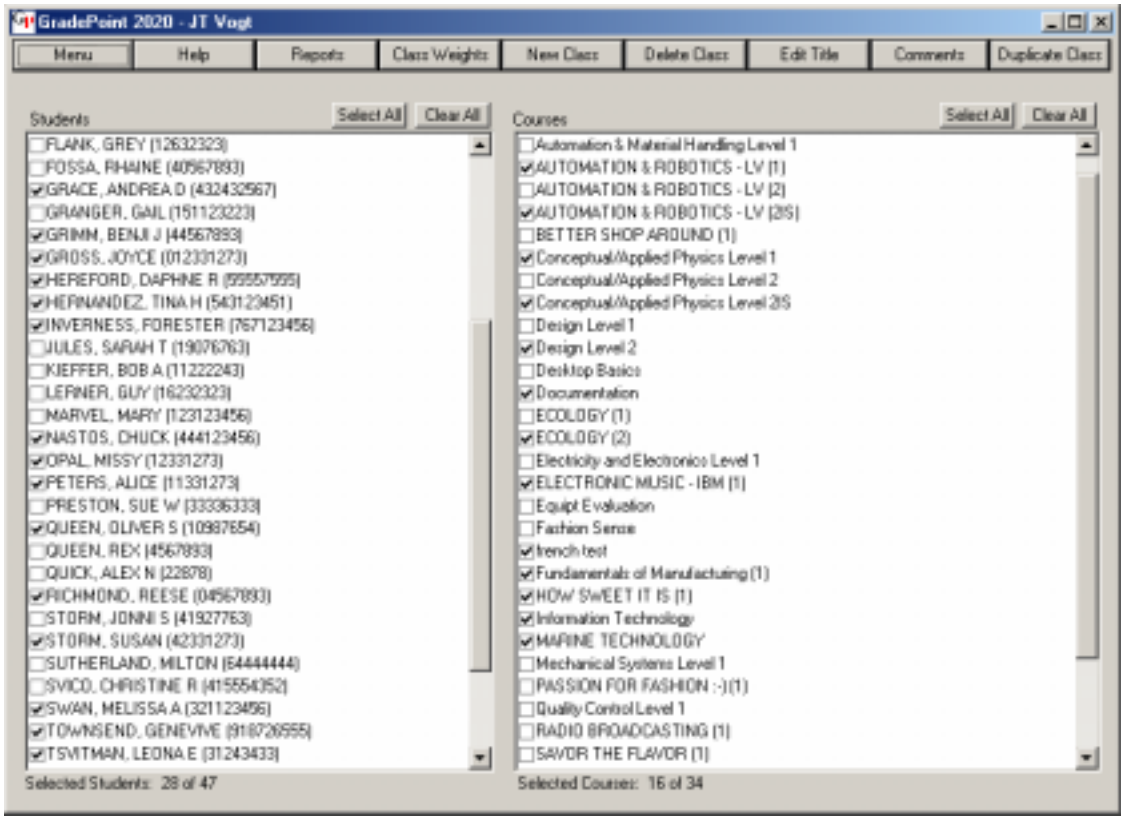
Restart *GradePoint 2020* to automatically reload the data.

When restoring data from a previous version, please check with the new *GradePoint 2020* manual to see if this version is compatible with the backed up data.

USING *GRADEPOINT* FOR THE FIRST TIME

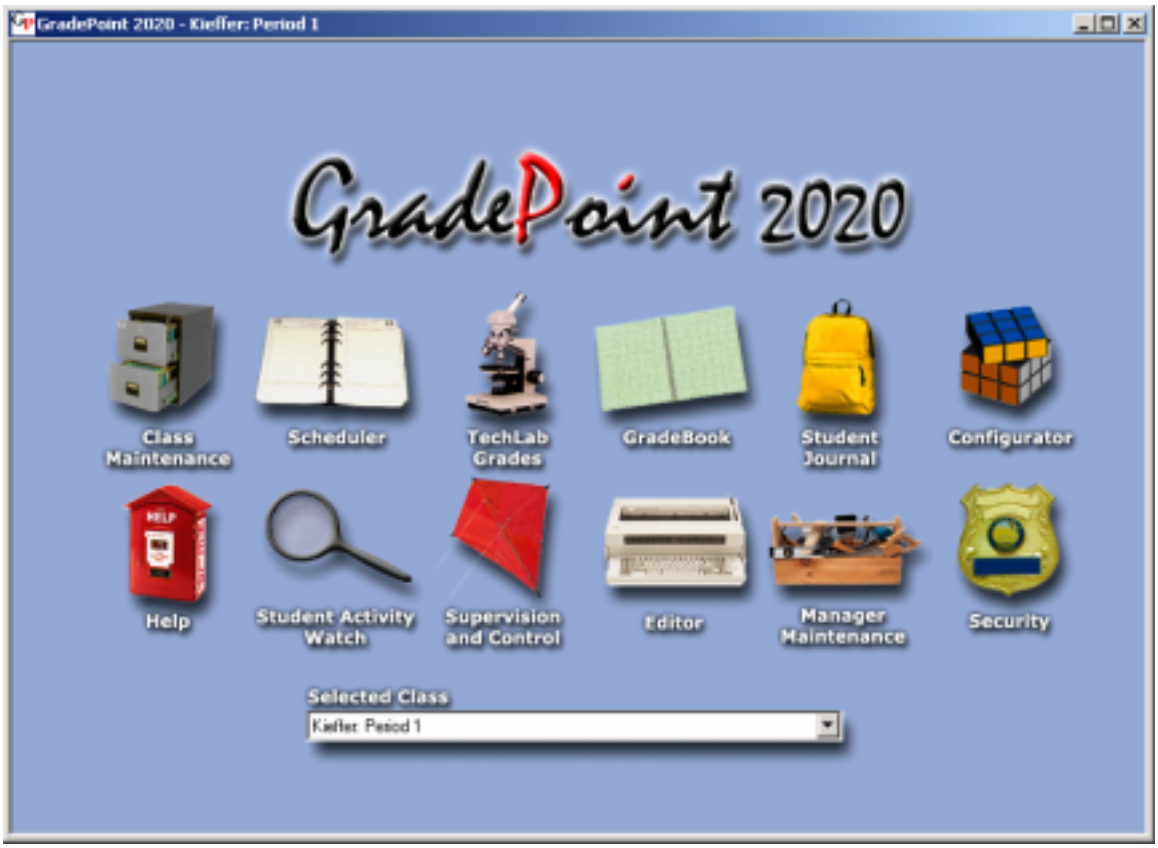
The first time the instructor enters the instructor password and logs into *GradePoint 2020*, he or she will be prompted to create a class. Simply type the desired name for the class in the **Title** field and click **OK**.

Once the class has been named, the Class Maintenance screen appears. Relate students, courses, evaluations, and specific lab weights to each class from this screen, if desired. These tasks are detailed further in the Class Maintenance chapter of this manual. Create as many classes as needed at this time.



If there are no students available at this time, student records can be created with the Configurator, *Tech-Lab*'s online system administration tool. If there are no *Tech-Lab* courses available, they must be installed to the *Tech-Lab System* before they will be seen by the instructor's machine. Unlike most of *GradePoint 2020*'s functions, which require students and/or courseware loaded to the *Tech-Lab System* before they can be accessed, the Configurator does not.

Once the class has been created, the instructor can click on the **Menu** button to enter the Main Menu screen. This screen is the hub for all *GradePoint 2020* functions. This is where an instructor selects which class they'll be working on and which functions they'll be performing.



The **Selected Class** displayed will be the class the instructor is currently managing, not necessarily the class in the lab at the moment. *GradePoint 2020* is time insensitive. In fact, editing a class when it is not logged into the *Tech-Lab System* is preferable.

- **Class Maintenance:** Create, edit, and delete classes and their related students and courses.
- **Scheduler:** Manually or automatically schedule rotations for students.
- **Tech-Lab Grades:** View a grid displaying student grades for the *Tech-Lab* courses related to the class.
- **GradeBook:** Access a virtual grade book that merges lab results with non-lab assignments.
- **Student Journal:** Interact with students by generating virtual notes and reviewing their online notebooks.
- **Configurator:** Use *Tech-Lab System*'s administration tool, used to customize *Tech-Lab* and its profiles.
- **Student Activity Watch:** View a grid that monitors student progress within the *Tech-Lab System*. This functions whether *NetOp* was installed or not to workstations.
- **Supervision and Control:** Open the third-party product, *NetOp*, within *GradePoint 2020*, if *NetOp Teacher* has been installed to the instructor machine.

- **Editor:** Customize existing *Tech-Lab* courseware and create user-defined courses and evaluations.
- **Manager Maintenance:** Customize the look and feel of *GradePoint 2020*, as well as setting default grade weights and the default language selection.

The functions listed above are each discussed in detail in the following chapters, except for **Supervision and Control**, which is discussed in detail in *NetOp*'s manual and the Configurator, which is discussed in detail in the *Tech-Lab System* manual.

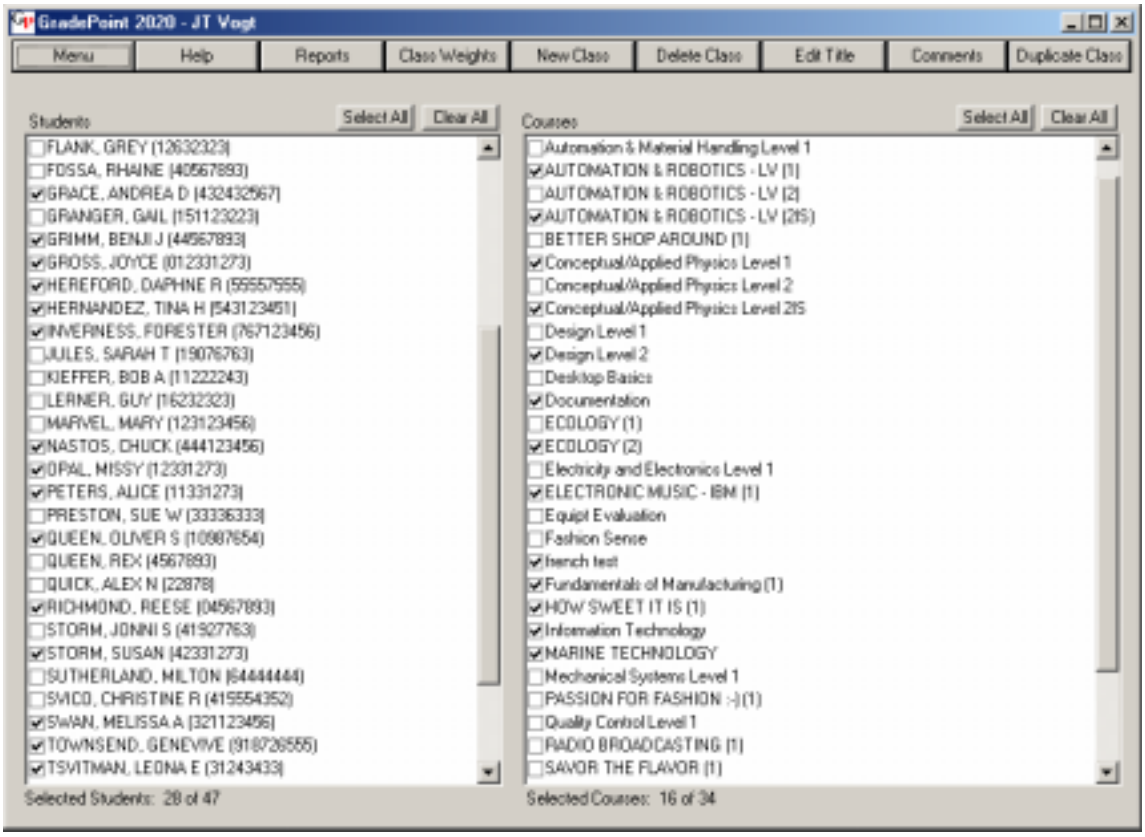
Some functions will not be available if there are no students or no courseware assigned to the **Selected Class**. The icons will always be present, in any case. When a function is accessed, it is always for the **Selected Class**, although functions such as **Editor**, **Configurator**, **Help**, and **Supervision and Control** are non-class dependent. The instructor must always return to the Main Menu screen to select a different class.

CLASS MAINTENANCE

The Class Maintenance screen is where classes to be managed by *GradePoint 2020* are created and maintained. The Class Maintenance screen is divided into three sections: The **Students** box, the **Courses** box, and the toolbar.

The **Students** box allows the instructor to edit student-class relations for the selected class.

The **Courses** box allows the instructor to edit which *Tech-Lab* courses, user-defined courses, and evaluations will be assigned within the selected class.



The following functions can be performed from the Class Maintenance toolbar:

- Create Class
- Duplicate Class
- Delete Class
- Edit Class Title
- Generate Reports

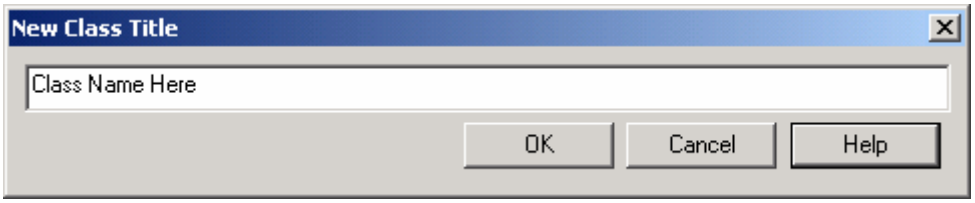
- Edit Student Comments
- Select Class Weights
- Select Class Language

All students and courses within the *Tech-Lab System* are automatically imported to this screen so that class relations may be created. If a student, evaluation, or course does not appear in the appropriate pane, then the instructor should use the *Configurator* to create a student record or to load a module onto the *Tech-Lab System*.

Creating Classes

Any time an instructor opens *GradePoint 2020* when there are no classes present, they will be prompted to create a class, skipping the first two steps below (*GradePoint* closes if the instructor decides not to create a class in such a case).

1. Click on the **Class Maintenance** icon from the *GradePoint 2020* Main Menu screen. The Class Maintenance screen opens.
2. Select **New Class** from the Class Maintenance toolbar. The New Class Title window opens.



3. Enter a class title. The class title should be unique, so that it may be differentiated from other class titles being managed by *GradePoint*. Each class title may be up to 80 characters long, including spaces and special characters. Click on **OK**.
4. The class has been created. The instructor may now relate students and courses to this class or you may now create another class. Once created, a class exists until it is deleted.

Class Relations

Once a class has been created, it needs to be populated with students and linked with courses. *GradePoint 2020* manages these relations and their interactions.

Editing Class Relations

Courses and students are added and deleted from classes in the same manner. A checked student or course is currently related to the selected class. Unchecked courses and students are not currently related to the selected class.

1. Select the class to edit relations from the **Selected Class** drop-down menu from the *GradePoint 2020* Main Menu screen.
2. Click on the **Class Maintenance** icon from the Main Menu screen. The Class Maintenance screen will appear.
3. Select students and courses from the lower panes of the Class Maintenance screen to the selected class by checking the boxes next to the appropriate names. Click on the **Select All** button to select all from the list. Click on **Clear All** to deselect all items from the list.
4. Return to the Main Menu screen or perform other *GradePoint* functions, such as creating reports or editing student comments. *GradePoint* will automatically save the changes with its next action.

Note: Exiting the program at this point by clicking the **Close** button in the upper right hand corner will **not** save changes to class relations. Instructors may use this method to revert to the earlier version of class relations, if they have not called upon another function while editing the class.

Comment Student Records

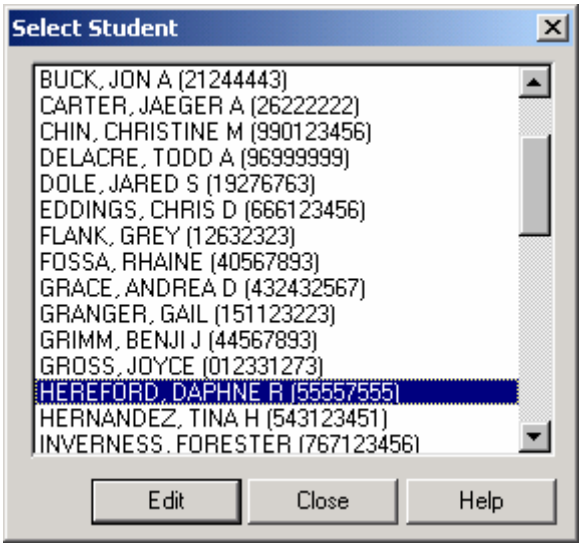
Student records can only be edited within the Configurator.

Comments on a student can be added to that student's data. Comments are not added to student records, but to the student's data on this machine. No other machine can be used to access or print comments made on this machine, providing the instructor with a certain level of security.

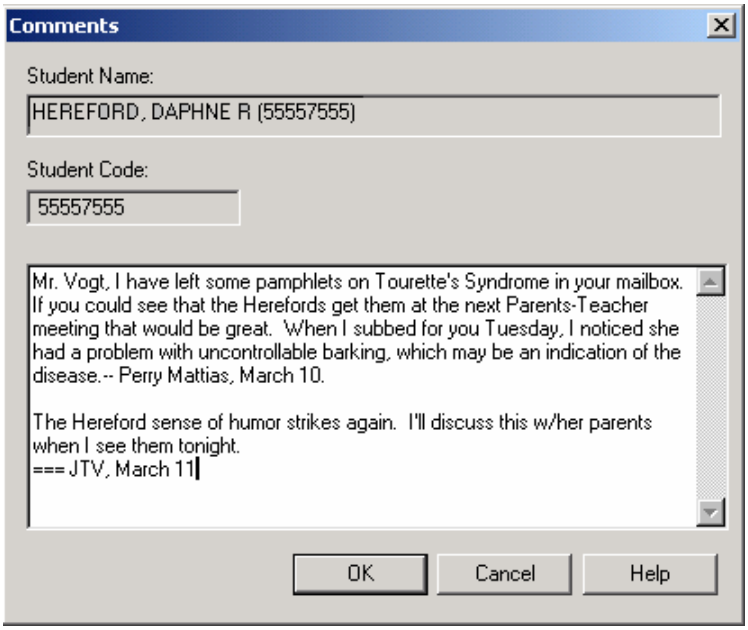
In fact, only the same installation of *GradePoint 2020* can be used to edit and view student comments online. Student comments appear only on the Student Roster report and in this window.

Commenting Records

1. Select **Comments** from the Class Maintenance toolbar. A list of all *Tech-Lab* student records will appear, regardless of the pre-selected class in the **Class Title** field.
2. Select a student from the list. Click on **Edit**. The Comments window appears.



3. Enter or edit the comment. The Comment field can hold more than a thousand words. Comments can be appended or overwritten. Click on **OK** to save the edited comment for click on the **Cancel** button to revert comment to the previously saved version.



4. The Select Student window returns. Select another student record to comment or click on the **Close** button to return to the Class Maintenance screen.

Lab Grade Weights

Grade weighting is a way of determining how a student's grade is computed. A student's lab grade for a *Tech-Lab* course is determined from pretest, posttest, and workbook scores. The weight is then factored into this score. This function allows instructors to assign a specific weight to the pretest, posttest, and workbooks from each course. Weight refers to the percentage that

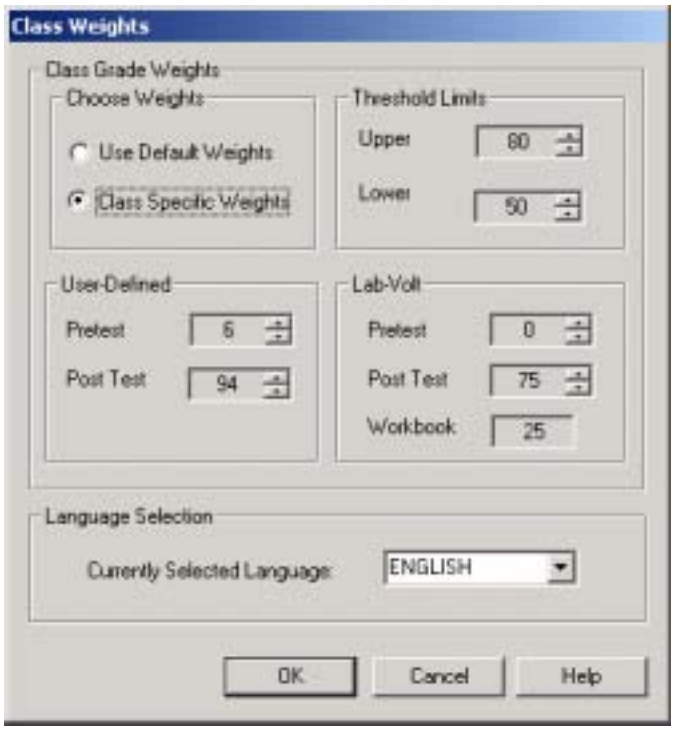
that score goes towards the final lab grade. User-defined courses use a grade weighting system involving only pretest and posttest scores. Evaluations do not use grade weights.

Instructors have the option of selecting the default setting of lab grade weights (which is set via the Manager Maintenance screen) or using class specific lab weights.

Adjusting Class Specific Weights

Please note: Lab grade weights are distinct and separate from *GradeBook* grade weights (see the GradeBook chapter of this manual) and unit weights that appear in *Tech-Lab* (see the *Tech-Lab* User's Manual).

1. Click on the **Class Weights** button on the Class Maintenance toolbar. The Class Weights window appears.
2. Select the **Class Specific Weights** radio button from the *Choose Weights* portion of the Class Weights window.



3. Enter weights for the pretest, posttest, and workbooks in the *Lab-Volt* field. Enter weights for the pretest and posttest in the *User-Defined* field. **Total** lab weight for each field will always equal 100. The posttest score should always have more weight than any other variable.
4. Click on the **OK** button to accept the new weights. Lab grade weight has no effect whatsoever on student records on the *Tech-Lab* network.

Language Selection

In order to reach as many students and instructors as possible, *GradePoint 2020* is internationalized. Classes may now be set either to the **Default Language** as set in the Manager Maintenance screen or to one of the available languages. The classes will retain their language settings. Classes set to **Default** will display all options and buttons in whatever the *GradePoint*'s default language is. Classes set to **English** will display all options and buttons in English, regardless of the default setting. Classes set to **French** or **Spanish** will display all options and buttons in the selected class language, regardless of the default setting.

Assigning a Language to a Class

1. Select the class from the **Selected Class** drop-down list on the Main Menu screen.
2. Click on the **Class Maintenance** icon. The Class Maintenance screen will appear.
3. Click on the **Class Weights** button on the Class Maintenance toolbar. The Class Weights window appears.
4. Select the desired class language from the **Currently Selected Language** drop-down menu in the *Language Selection* portion of the Class Weights window.
5. Click on the **OK** button to accept the new language.

Note: **Language Selection** does not alter or translate names of students, courses, evaluations, assignments, or student comments.

Class Duplication

An instructor may create a copy of any class simply by duplicating it. By default, the duplicated class will contain:

- The courses and evaluations related to the target class.
- All grade sheets created for the target class, including grade types and assignments
- The specific lab grade weight created for the target class, if other than default.
- The same "bench" and "completed" messages as assigned for the target class.

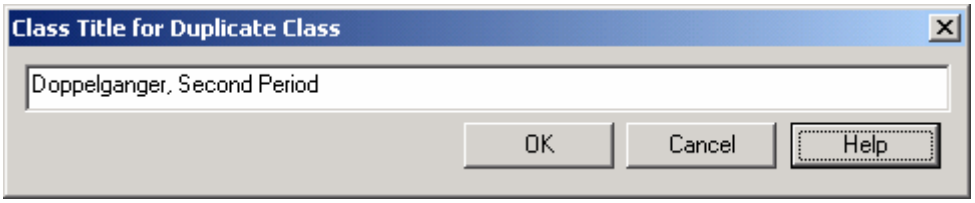
An instructor may choose to select the **Include Student Info** box before duplicating the class. When this option is selected, the following items are also included:

- The students related to the target class.
- All student comments related to those students.
- Any schedule information, including the **Set Options** and **Exclusions**, related to the target class.
- All assignments and grades appearing in the *GradeBook* of the target class.

Duplicating a Class

Once created, the new class is not linked to the previous class in any way. Editing the relations and settings for one does not affect the other.

1. Select the class to be duplicating from the Main Menu screen's **Selected Class** drop-down list.
2. Click on the **Class Maintenance** icon. The Class Maintenance screen will appear.
3. Click on the **Duplicate Class** button. A window will appear asking for a new title for the duplicated class. Enter the title. Click **OK**. The Duplicate Current Class window will appear.



4. Check box to **Include Student Info** to duplicate class in all ways but the name. Click on the **OK** button. The new class will appear in the Class Management screen. That class may now be edited.

Roster

From within the Class Maintenance screen, the Student Roster report can be printed. See the Reports chapter for more details about this report.

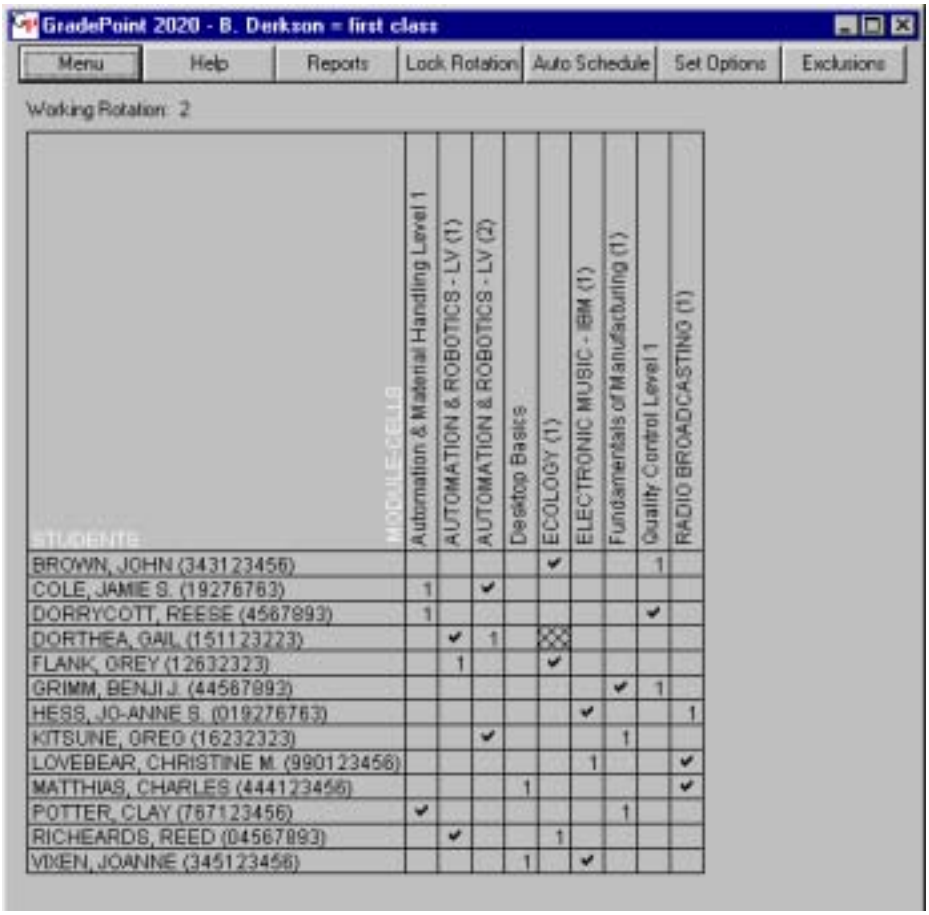
Print the Student Roster:

1. Select a class from the Main Menu screen's **Selected Class** drop-down list.
2. Click on the **Class Maintenance** icon from the Main Menu screen. The Class Maintenance screen appears.
3. Click on the **Reports** button in the Class Maintenance toolbar. The Available Reports window appears.
4. Select **Student Roster** from the list of available reports. Students may be excluded by clicking on the **Modify** button and unchecking them. Unchecked students will not appear in this report.
5. Click on the **View Report** button. The student roster appears. Once the report has been generated, it may be printed or viewed on-screen.
6. Exit the roster. *GradePoint 2020* will remain inactive while the report viewer is open.

SCHEDULER

The *Scheduler* is used to schedule students to take *Tech-Lab* and user-defined courses during the course of a rotation. The Scheduler screen is divided into two sections, including the **List Grid** and the toolbar.

The **List Grid** allows the instructor to view, at a glance, when students are scheduled for specific courses. The list grid also allows the instructor to easily make manual changes to the current rotation. All students and courses, excluding evaluations related to the selected class are automatically in the list grid so that rotations may be created and maintained. Students and courses may be excluded or added from *Class Maintenance* at any time and it will not adversely affect rotations, although rotations not yet taken may require editing.



The on-screen spreadsheets used in many of *GradePoint 2020*'s functions may be too large to display on some monitors. Simply scroll the grid display by pressing and holding the right mouse button and moving the cursor across the screen. When the right mouse button is released, the grid stops scrolling.

The right mouse button has no other function within most of *GradePoint 2020*.

The following functions can be performed from the Scheduler toolbar:

- Manually Create and Edit Rotations
- Automatically Create Rotations
- Set Rotation Options
- Generate Reports
- Create Course/Student Exclusions
- Create Grade-Based Course Exclusions

The *Scheduler* is also a vital tool for automatic *GradeBook* updating, as student lab grades are gathered based on the rotation that they were assigned them. Instructors may bypass the *Scheduler* and manually enter grades themselves, of course.

Tech-Lab Rotations

GradePoint 2020's *Scheduler* creates rotations, which allow instructors to schedule students for different Courses. Generally speaking, instructors usually allow at least one week for each lab course, however, rotations are of no set length of time, allowing instructors the freedom to go to the next rotation when the time is appropriate.

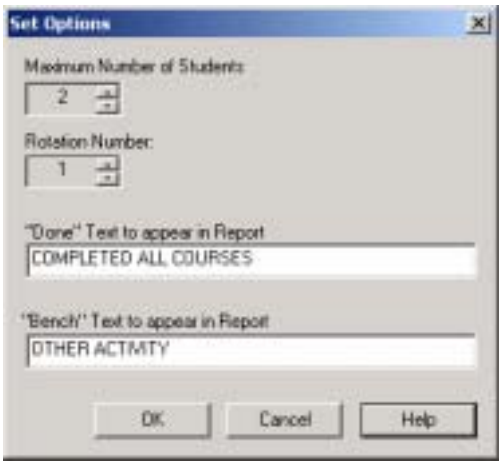
Rotations may be generated automatically or they may be created manually.

Most instructors prefer to lock in two or three rotations at a time. This allows students who miss scheduled modules due to extended absences to be rescheduled before the marking period is over. This also allows students who may have done poorly in their first attempt to retake a lab course at the instructor's discretion. The instructor manually edits the next rotation so that the student(s) may complete the necessary module.

Instructors may also add exclusions to preclude a student from being scheduled to a module.

Generating a Manual Rotation

1. Select a class to be scheduled from the *GradePoint 2020* Main menu's **Selected Class** drop-down list.
2. Click on the **Scheduler** icon. The Schedule Class screen appears. Courses will be listed across the top of the list grid and students will be listed down the side of the grid.
3. The working rotation ready to be created is listed above the **Scheduler List Grid**. Change the rotation by going into **Set Options** and changing the rotation to be created or edited, if necessary.

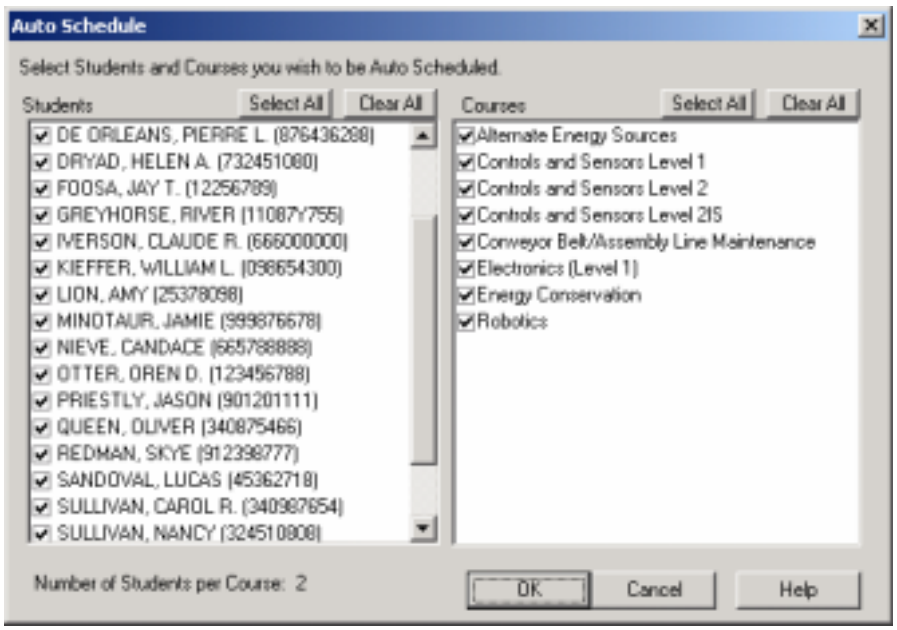


4. Click on the cells in the **List Grid** to schedule students to the course coordinated with that cell. A check mark will appear. Courses and students can be scheduled in pairs or mixed randomly, but if the maximum number of students per course selected under **Set Options** is exceeded, the instructor will receive a warning. This limit can be overridden simply by clicking **Yes** each time.
5. Click on the **Lock Rotation** button when all students have been scheduled in the current rotation. If a student does not have a check in his name when the rotation is locked, the *Scheduler* will assume he/she is benched for that rotation. A confirmation window will appear.

6. Click **Lock this Rotation**. This window closes. The current working rotation number appears in place of the checkmarks in the list grid, indicating that the rotation has been locked and changes in course history have been made. The working rotation automatically advances to the next number.

Generating an Automatic Rotation

1. Select a class to be scheduled from the *GradePoint 2020* Main Menu's class list.
2. Click on **Schedule** button. The Schedule Class window will appear.
3. Click on **Set Options**. The Set Options window will appear. Adjust settings as needed for scheduling your students.
4. Click on the **Auto Schedule** button from the toolbar. The Auto Schedule window appears. All students and courses with checkmarks will be included in the generated rotation. Only students and modules that have been related to the selected class can be scheduled. Exclude students and/or courses manually from the rotation pool by deselecting them.



5. Click **OK** when an acceptable pool for auto scheduling has been obtained. Checkmarks will appear on the rotation spreadsheet indicating which students have been scheduled to take which module. Manually edit the suggested rotation by moving the cursor over the preferred square module. A student may not be scheduled for more than one module per rotation.
6. Click **Lock Rotation** when the displayed rotation is acceptable. The approved rotation is now locked in and changes in course history have been made. A rotation must be locked in before the next rotation can be generated.

Prerequisite Concerns:

Many *Tech-Lab* courses are split into "levels," such as Electronics (1), Electronics (2), and Electronics (2IS), where each proceeding lower level course is a prerequisite to the next level. The *GradePoint 2020 Auto-Scheduler* does not recognize prerequisites when scheduling. Therefore, it is advisable to either not relate more advanced Courses until all students have completed lower courses or for instructors to manually edit rotations carefully.

How to Edit Rotations:

1. Select the class that needs to have a rotation edited from the Main Menu screen. Click on the **Scheduler** icon. The Scheduler screen appears.
2. Select **Set Options**. The Set Options window will appear.
3. Change the *Working Rotation* to the rotation to be edited. To change the maximum number of students to be scheduled per course, use the wheel control provided. To alter either the "Bench" text or the "Done" text to appear in the Schedule History report, replace the text in that field. Click **OK** when done.
4. Move the cursor to each cell to edit. All students to be scheduled to a particular course during that working rotation will have a checkmark in the corresponding cell. Students who retake a previously taken module may be scheduled in the current working rotation by clicking on the appropriate corresponding cell. No student may be scheduled to take more than one module during a rotation.
5. Lock rotation when done editing this rotation.
6. Create rotations manually or automatically to bring the rotations current.

   OR

7. Optional: Select **Set Options**. Advance the *Working Rotation* to the previously highest rotation and click the **OK** button. The previously created rotations will re-populate the grid-list; however they will overwrite any changes made to the grid if there is a conflict.

Scheduling Blocks

The *Auto-Scheduler* uses a pool of available students and available courses from a pre-selected class when creating a rotation.

Exclusions modify a student's availability so they are blocked from being scheduled from one or more modules, until the block is removed. This may be especially helpful when a student is taking the same *Tech-Lab* course in another class or needs to take *Tech-Lab* courses written in

another language. This scheduling block appears in the *Scheduler*'s **List Grid**, in the cell for that student-module combination. This block appears only in this class.

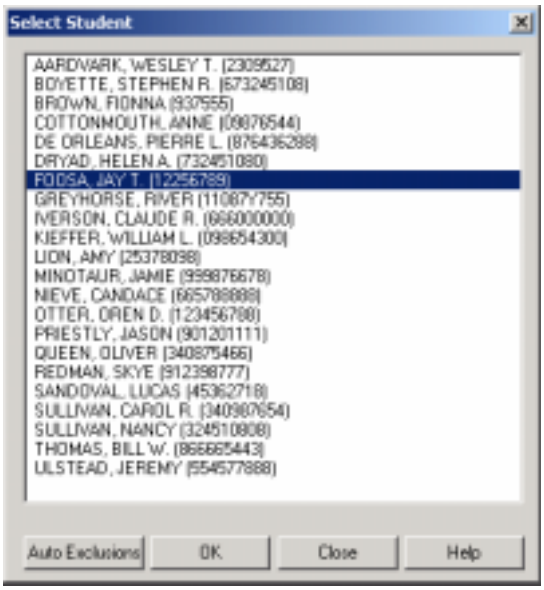
Exclusions do not rewrite previously locked rotations. If a student is scheduled to take a course, but is excluded from that course after the rotation has been locked, that student will still appear in History Reports as having been scheduled for that course.

Therefore, if a student is excluded after being locked into a rotation, this will impact negatively that student's *GradeBook* grades if the instructor should use the *GradeBook*'s automated update feature. Before excluding a student from a lab course that he or she has already been scheduled to take, instructors should edit that rotation, removing the conflicting data. Otherwise, the student may receive an incorrect grade.

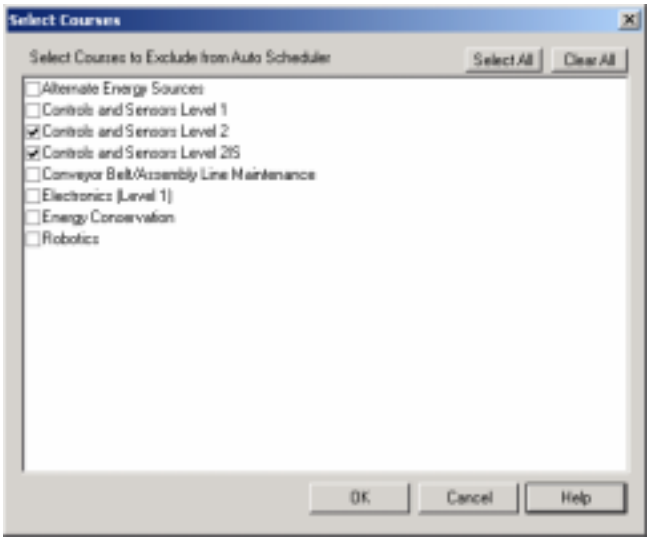
Course/Student Exclusions

This block can be manually removed at any time by the instructor by clicking on the blocked cell or by following the instructions below and unchecking the blocked course. Students may be automatically excluded based on previous course history by using the **Auto Exclusion** function.

1. From the Scheduler toolbar, select **Exclusions**. The Select Student window will appear.



2. Select student to be blocked from taking a course. Only one student's availability may be edited at a time.
3. Click **OK**. The Select Lab Courses window will appear.



4. Select the course to block from that student's schedule. A checkmark means that the student has been excluded from the marked courses. Unchecking a course removes the block.
5. Click **OK**. The Select Lab Courses window will close and blocks will appear in the grid display as mandated by the exclusions.

Exclusions modify a student's availability so they are blocked from being scheduled from one or more modules, until the block is removed. Auto Exclusions take this concept one step further by polling student lab grades and automatically creating scheduling blocks based on parameters set by the instructor. This may be especially helpful when a student has taken the same *Tech-Lab* course in another class. This scheduling block appears in the **List Grid**, in the cell for that student-course-grade combination. Such blocks appear only in the class they were generated for and do not automatically adjust themselves based on grade changes at a later date.

The **Auto Exclusion** function does not rewrite previously locked rotations, although it may appear to. If a student is scheduled to take a course, but is excluded from that course after the rotation has been locked, that student will still appear in History Reports as having been scheduled for that course.

Therefore, if a student is excluded after being locked into a rotation, this will impact negatively that student's *GradeBook* grades if the instructor should use the *GradeBook*'s automated update feature. Before excluding a student from a lab course that he or she has already been scheduled to take, instructors should edit that rotation, removing the conflicting data. Otherwise, the student may receive an unearned grade.

Grade Parameters

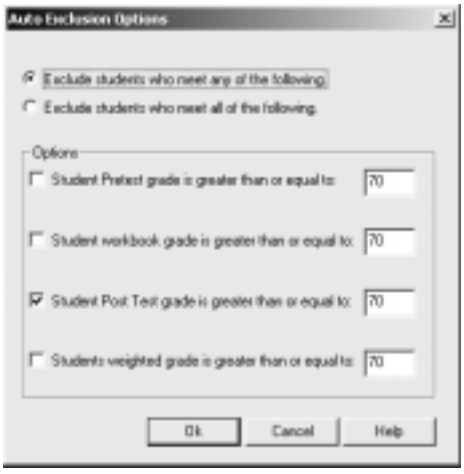
In creating a new set of exclusions parameters, an instructor must choose to exclude students who meet either all of the selected criteria or any of the selected criteria. Such criteria may include, at the teacher's discretion:

- Pretest grades equal to or greater than a given number.
- Workbook grades equal to or greater than a given number.
- Posttest grades equal to or greater than a given number.
- Weighted grade as seen in *Lab Grades* equal or greater than a given number.

Grade-Based Exclusions

The instructor may manually remove Auto-Exclusion generated blocks at any time by clicking on the blocked cell or by following the instructions below and unchecking the blocked course. Students may be manually excluded from any course by using the **Exclusion** function.

1. From the Scheduler toolbar, select **Exclusions**. The Select Student window will appear.
2. Click on the **Auto Exclusions** button. The Auto Exclusions Options window will appear. The **Auto Exclusion** feature is fully class inclusive; all students in this class are automatically included in the polling process.



3. Select either **Exclude students who meet any of the following** or **Exclude students who meet all of the following**.

4. Select any or all of the available criteria with a checkmark in the box preceding each. Unchecked criteria will not play a part in creating exclusions. Enter selected criteria threshold fields with any grade from 0 to 100.
5. Click **OK**. The Update Equivalent Course List window will appear. If Internet access is available, clicking on the **Yes** button will update the **Equivalent Course List**. Clicking **NO** will bypass the update. In either case, a selection must be made before the pool of new exclusions can be built.

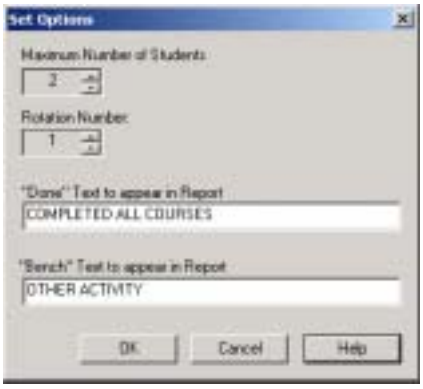
6. The Select Student window will reappear and blocks will appear in the **List Grid** as set.

Set Options

The *Scheduler* contains four variable options that are distinct per selected class.

- The maximum number of students to be scheduled each rotation per Lab Course.
- The current working rotation number.
- Edit the "Done" text for the *Scheduler* reports.
- Edit the "Bench" text for the *Scheduler* reports.

These options can be accessed via the **Set Options** button from the Scheduler screen. These set options effect changes for the selected class only.



Maximum Number of Students

The maximum number dictates how many students may be scheduled for each module per rotation. This number not only dictates how the *Auto-Scheduler* assigns students to modules, but

also acts as a flag to those instructors manually creating or editing the schedule, for the selected class only.

To set the maximum number of students simply click on the dial to the right of the number up (for higher) or down (for a lower number) from the Scheduler Options screen. The maximum number displayed here is for the previously selected class only and does not affect previously locked schedules. Changes to the maximum number are for the selected class only.

The maximum number of students can be easily overridden at anytime manually without changing the number itself simply by scheduling an extra student and accepting the override warning.

While most *Tech-Lab* courseware is designed for students working in pairs, the maximum number of students to be assigned to a course is completely up to the instructor. Different classroom structures have different needs and each class will maintain its own set of scheduler options.

However, at no time can a student be scheduled for more than one course per rotation.

Rotation Number

This is the current working rotation: the rotation that will be available for editing once you return to the Scheduler screen.

To change the rotation number, simply click on the dial to the right of the number up (for higher) or down (for a lower number) from the Set Options screen. Changing the rotation will effectively erase previously saved scheduling data for the selected class once you select **OK**. Changes made to the locked schedules here are for the selected class only and do not affect lab scores in any way.

"Done" Text

This text appears on some *Scheduler* reports when a student has been scheduled for all the modules associated with the class.

To change the "done" text, simply type over the text. Once instructors click **OK**, the changes will automatically take place, affecting reports for the previously selected class only.

"Bench" Text

This text appears on some *Scheduler* reports when a student has not been scheduled a course for a given rotation, but has yet to take all modules associated to this class.

To change the "bench" text, simply type over the text. Click **OK**. The change affects reports for the previously selected class only.

Scheduler Reports

From within the *GradePoint* Scheduler screen, the following reports may be generated:

- Last Locked Rotation
- Course History by Student
- Course History by Course
- Schedule History
- Student Roster

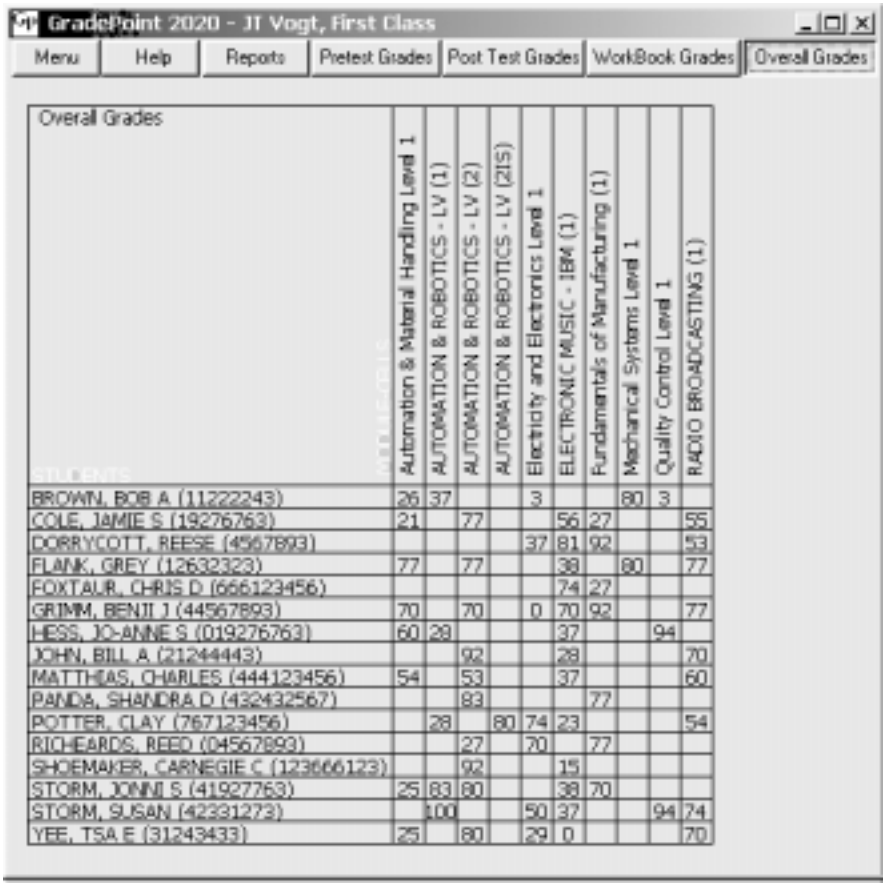
Print a Scheduler Report

1. Select a class from *GradePoint 2020*'s Main Menu **Selected Class** drop-down menu.
2. Click on the **Scheduler** icon on the Main Menu screen. The *Scheduler* will appear.
3. Click the **Reports** button in the Scheduler window. The Available Reports window appears.
4. Select the desired report. Exclude students or courses related to the selected class by clicking the **Modify** button. Unchecked students and modules will NOT appear in the report.
5. Click the **View Report** button. The desired report will appear. Once the report has been generated, it may be printed or viewed on-screen.
6. Exit Report. *GradePoint 2020* will remain inactive while any report is open.

TECH-LAB GRADES

Tech-Lab Grades tracks students' scores within the *Tech-Lab System*. The Tech-Lab Grades screen is divided into two sections: the **Lab Grades Grid Display** and the toolbar.

The **Lab Grades Grid Display** shows a scrollable list of students from a selected class and their scores for modules and evaluations associated with that class. The grid does not display homework assignments or tests taken outside the *Tech-Lab* Environment (see the GradeBook chapter).



The appearance of the grid can be adjusted via the **Grid Display Font** control located in the *Manager Maintenance* section.

The on-screen spreadsheets used in this screen may become too large to display on some monitors. When this happens, simply scroll the grid display by pressing and holding the right mouse button and moving the cursor across the screen. When the right mouse button is released, the grid stops scrolling.

The right mouse button has no other function within most of *GradePoint 2020*.

The following functions can be performed from the Tech-Lab Grades toolbar:

- Show Pretest Grades
- Show Posttest Grades
- Show Workbook Grades
- Show Overall Grades
- Generate Lab Grades Reports

Lab Grades Grid

The bulk of the Tech-Lab Grades screen consists of the **Grades Grid**, a scrollable table of students down the vertical axis and the *Tech-Lab* Courses, User-defined courses, and evaluations related to the class across the horizontal axis.

STUDENT NAMES

Only students within the previously selected class will be shown on this grid. Students who sit in on the class, but have not been related to this class via *GradePoint 2020* will not appear on the grid.

COURSES

Only courses and evaluations related to the previously selected class appear. If a student takes a course or evaluation NOT related to the selected class, any grades from that event will NOT appear in this grid. This allows multiple classes of *Tech-Lab* to exist on the same server concurrently without confusion.

Lab Grid Layers

The **Lab Grades Grid** has four layers. The **Overall Grades**, the **Pretest Grades**, the **Posttest Grades**, and the **Workbook Grades**. Switch between layers by clicking the corresponding buttons on the Tech-Lab Grades toolbar.

- **Overall Grades** brings up the default layer when entering the Tech-Lab Grades screen. This grid layer shows students' score after grade weighting in the related modules and evaluations.

See **Lab Grade Weights** in the Manager Maintenance chapter for more details on how this affects overall grades.

- **Pretest Grades** brings up the pretest scores students received on the corresponding courses. Students who have not taken a pretest, or who failed to click **Grade** before leaving a completed pretest, will not have a score in the corresponding cell.
- **Posttest Grades** brings up the students' posttest score averages for the corresponding course. Because it is possible for a student to take a posttest up to nine times, (if allowed by the instructor via the Configurator) this score may not reflect the last grade a student got from a posttest. Instructors may find the Lab Grades report, **Student Answers**, to be helpful in reviewing previous posttest scores. Students who have not taken a posttest, or who failed to click **Grade** before leaving a completed posttest, will not have a score in their cell. Evaluation test scores appear in this layer.
- **Workbook Grades** brings up the layer containing *Tech-Lab* activity grades from exercises, rubrics, and workbook from the various *Tech-Lab* modules taken by students.

Lab Grades Reports

From within the Tech-Lab Grades screen, the following reports may be generated:

• Competencies by Course • Competencies by Student • Competency Gains by Course • Competency Gains by Student • Evaluation Grades by Evaluation • Evaluation Grades by Student • Grades by Course • Grades by Student	• Grades Detailed by Course • Grades Detailed by Student • Student Answers • Workbook Grades by Course • Workbook Grades by Course (Show All) • Workbook Grades by Student • Workbook Grades by Student (Show All)

To View a Lab Grades Report

1. Select class from *GradePoint 2020*'s Main Menu screen, the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Tech-Lab Grades screen will appear.
3. Click on the **Reports** button in the Tech-Lab Grades toolbar. The Available Reports window appears.
4. Select the report to generate. Exclude students and/or courses related to the selected class by clicking the **Modify** button. Unchecked students and modules will NOT appear in this report. Additionally, reports automatically exclude inappropriate selections, even if manually checked. Click **OK**.
5. Click on the **View Report** button. Once the report has been generated, it may be viewed on-screen and then printed.
6. Exit the report viewer when you are done. *GradePoint 2020* will remain inactive while any report is open.

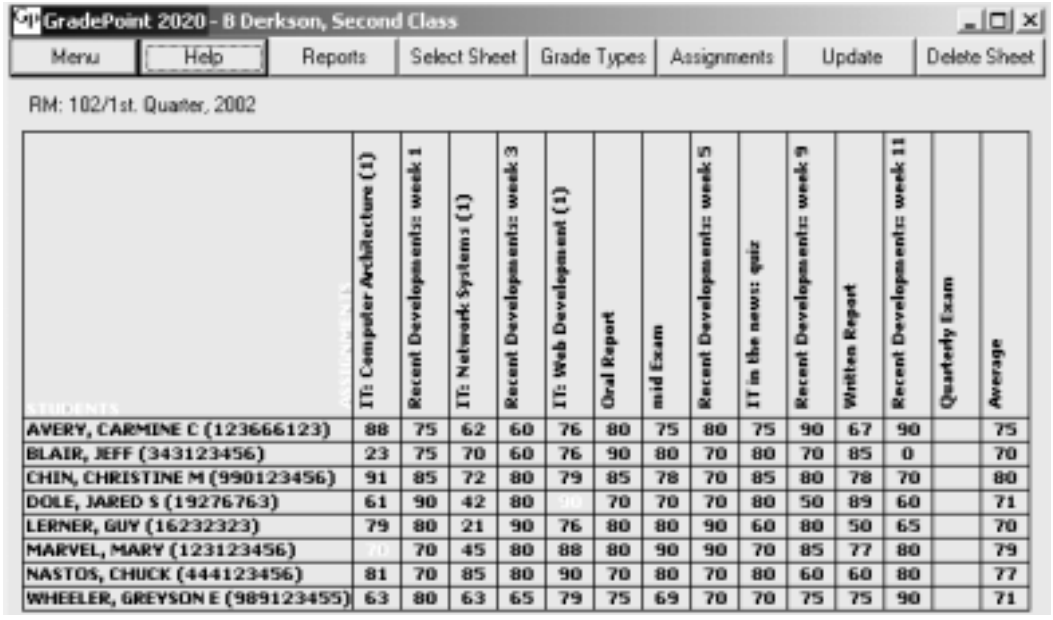
GRADEBOOK

GradeBook is *GradePoint 2020*'s online class manager. The *GradeBook* portion of *GradePoint 2020* has been simplified, with the *GradeBook* database no longer a separate entity. This not only allows the instructor to move gracefully between portions of the management system, but also, streamlines the back-up procedure.

The *GradeBook* screen is divided into two sections: The **GradeBook grid** and the toolbar.

The **GradeBook Grid** allows the instructor to set up a multi-layered grade book for the selected class. Each class maintains its own fully customized grade book and options, allowing the instructor flexibility in creating distinct class profiles.

Each layer of *GradeBook* is called a sheet and is based on a subject and a selected interval as assigned by the instructor. The first time an instructor opens *GradeBook* for each class, he or she will be asked to create a new sheet. After that, *GradeBook* opens to the last sheet opened for that class.



STUDENTS	IT: Computer Architecture (1)	Recent Developments: week 1	IT: Network Systems (1)	Recent Developments: week 3	IT: Web Development (1)	Oral Report	mid Exam	Recent Developments: week 5	IT in the news: quiz	Recent Developments: week 9	Written Report	Recent Developments: week 11	Quarterly Exam	Average
AVERY, CARMINE C (123666123)	88	75	62	60	76	80	75	80	75	90	67	90		75
BLAIR, JEFF (343123456)	23	75	70	60	76	90	80	70	80	70	85	0		70
CHIN, CHRISTINE M (990123456)	91	85	72	80	79	85	78	70	85	80	78	70		80
DOLE, JARED S (19276763)	61	90	42	80	90	70	70	70	80	50	89	60		71
LERNER, GUY (16232323)	79	80	21	90	76	80	80	90	60	80	50	65		70
MARVEL, MARY (123123456)	70	70	45	80	88	80	90	90	70	85	77	80		79
NASTOS, CHUCK (444123456)	81	70	85	80	90	70	80	70	80	60	60	80		77
WHEELER, GREYSON E (989123455)	63	80	63	65	79	75	69	70	70	75	75	90		71

The on-screen spreadsheets used in this screen may become too large to display on some monitors. When this happens, simply scroll the grid display by pressing and holding the right mouse button and moving the cursor across the screen. When the right mouse button is released, the grid stops scrolling.

The right mouse button has no other function within most of *GradePoint 2020*.

The following functions can be performed from the GradeBook toolbar:

- Generate *GradeBook* reports.
- Create and select sheets to review and edit.
- Create and edit Grade Types for each sheet.
- Create assignments.
- Edit and sort assignments.
- Import Lab Grades.
- Delete Sheets.

All sheets within *GradeBook* are available only on the *GradePoint 2020* they were created on.

Sheet Grids

The bulk of the *GradeBook* screen consists of a sheet grid, which is a scrollable table of students down the vertical axis and class assignments across the horizontal axis. Grades are entered manually and automatically in the corresponding cells.

The appearance of the grid can be adjusted by changing the font by way of the Manager Maintenance screen and by sorting the order of assignments.

Student Names

Only students within the previously selected class will be shown on this grid. Students may only be added and removed from the class via the Class Maintenance screen.

Assignments

An assignment may be a course, an evaluation, a class assigned report, or even class participation. Only assignments assigned to this class for the selected subject interval appear on this sheet. Only assignments with a grade entered contribute to the student's average for this sheet by averaging within its grade type. That grade type average is then applied to the overall average for that sheet.

Instructors may enter grades manually by selecting the corresponding cell and entering a whole number grade or by updating lab grades in conjunction with the Scheduler. Updated grades that are later edited appear in white text rather than black.

Sheet Label

The subject and interval of the current *GradeBook* sheet displayed appears in the upper left hand corner of the *GradeBook* screen, just above the grid itself. Sheets are selected and created from the toolbar button, **Select Sheet**. Only one sheet may be displayed at a time.

The first time an instructor opens *GradeBook* for each class, they will be asked to create a new sheet. After that, *GradeBook* always opens to the last sheet opened for that class.

Creating a Grade Sheet

1. Select the class desired from the **Class** drop-down menu on the Main Menu screen.
2. Click on the **GradeBook** icon. The GradeBook screen appears. The last selected *GradeBook* sheet for that class will be displayed, unless no sheet has been created for the selected class. Note: The first time *GradeBook* opens for that class, the instructor is prompted to create a sheet before *GradeBook* will open, skipping the next step.
3. Click on the **Select Sheet** button in the GradeBook toolbar. The Create/Select Sheet window appears.

4. Select a subject to name the sheet from the **Subject** drop-down menu or click on the **New** button to the right of the **Subject** drop-down menu and create a new subject name.
5. Select an interval for the period the sheet covers from the **Interval** drop-down menu or click on the **New** button to the right of the **Interval** drop-down menu and create a new interval. The **Create Sheet** button will now be available. If **Select Sheet** is available, the selected class is already using this subject/interval as a sheet.
6. Click on the **Create Sheet** button. *GradeBook* reappears with the selected sheet. The instructor will need to create or import grade types, as well as create assignments linked to those grade types.

GradeBook Sheets

The sheets used by *GradeBook* are named after a combination of the subject and the interval chosen by the instructor (subject/interval). Every subject name created by an instructor is available to every class within this instance of *GradePoint 2020*, as is every interval name. ALL sheets automatically include all students related to that class.

Sheets can be created, edited, and deleted, but they can not be renamed.

Selecting a Grade Sheet

1. Select the class desired from the **Selected Class** drop-down menu on the Main Menu screen.
2. Click on the **GradeBook** icon. The GradeBook screen appears. The last selected *GradeBook* sheet for that class will be displayed.
3. Click on the **Select Sheet** button in the GradeBook toolbar. The Create/Select Sheet window appears.
4. Select a subject to name the sheet from the **Subject** drop-down menu or click on the **New** button to the right of the drop-down and create a new subject name.
5. Select an interval for the time period the sheet covers from the **Interval** drop-down menu or click on the **New** button to the right of the drop-down and create a new **Interval**. Either the **Create Sheet** button or the **Select Sheet** button will now be available. If **Select Sheet** is available, this subject/interval is already being used by the selected class as a sheet. If **Create Sheet** is available, then this sheet has not yet been created.
6. Click on either the **Select Sheet** or **Create Sheet** button. *GradeBook* reappears with the selected sheet as a **GradeBook** grid. If a new sheet, the instructor will need to create or import grade types, as well as assignments associated to those grade types.

Grading with Sheets

Grades may be entered manually for all assignments within a sheet at any time. Only assignments created to be associated with another sheet, a scheduled lab (*Tech-Lab* courses or user-defined courses) or evaluation may be updated. Assignments associated with another sheet are automatically updated upon opening that sheet.

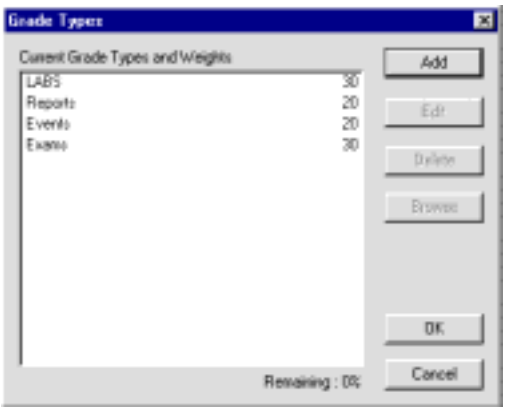
While any assignment grade may be edited, grades that were updated or imported will display as white text, not black. If an update alters the originally assigned grade, the white edited grade will NOT be altered. Instead, it will remain the grade as manually entered.

Any white text grade may be deleted. The last updated grade posted for that assignment would display, instead, in black text.

Only marked assignments contribute towards the weighted average for that sheet, which is displayed at the far right of the sheet grid. All marked assignments are averaged within their grade type. Because the sheet averages are weighted by grade types, a grade type without any marked assignments contributes 0 (zero) of its percentile weight points to the weighted average.

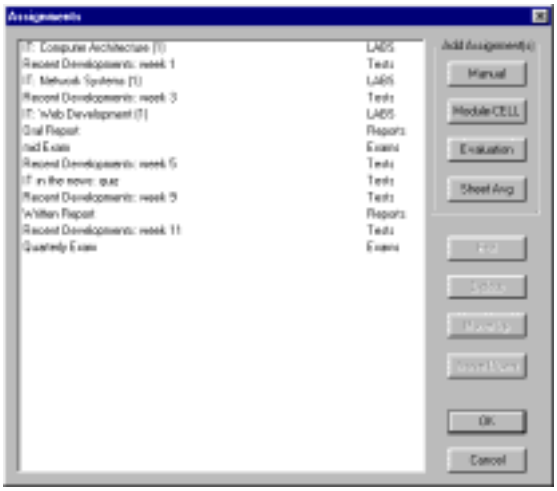
Sheet averages cannot be edited. They can be adjusted, however, by altering the weight of the grade types associated with the sheet, by deleting assignments, or by simply altering the grades of the assignments.

Grade Types



Before assignments can be related to a *GradeBook* sheet, there must be a type-categorized grade weighting system in place for that sheet. Each grade type is assigned a grade weight towards the overall average for that sheet. Each marked assignment related to that grade type is averaged within that grade type and applied to the overall weighted grade average for that sheet.

For example, Mr. Vogt creates a *GradeBook* sheet for his class, Information Technology. In addition to taking a few *TechWorld* courses, students are also expected to do two reports on careers, keep current of advances in the field of IT, and take an exam in the first marking period.

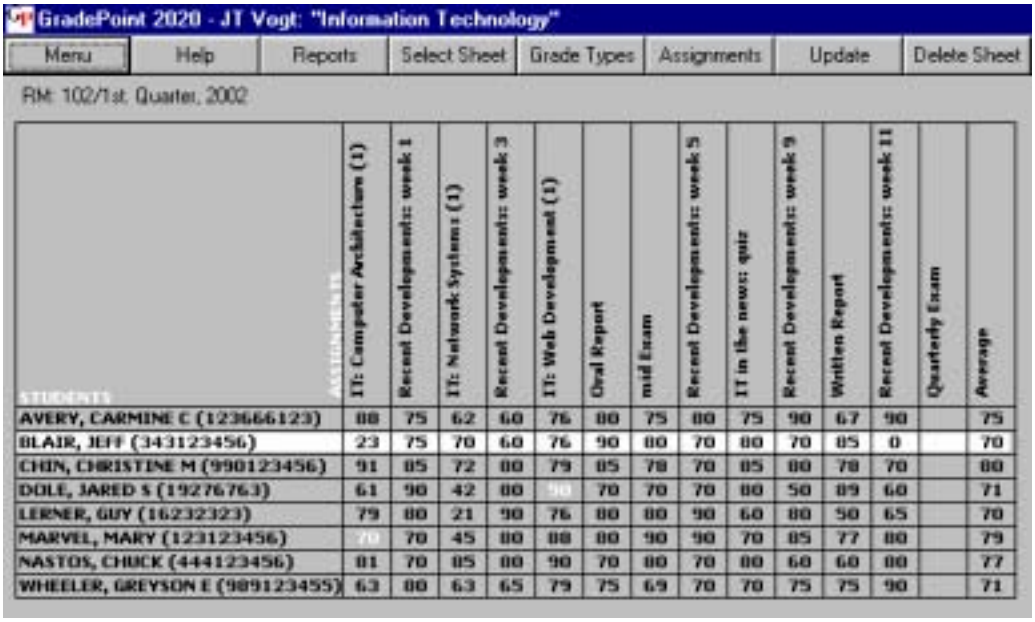


Mr. Vogt creates four grade types for each of the four different assignment types he'll be using during the school year: LABS, Reports, Events, and Exams. Each grade type is assigned a percentile for its weight (in this case: 20%@ for Reports and Events and 30%@ for Exams and LABS).

As each assignment is created, it is attached to a grade type. Each marked assignment is averaged equally towards that grade type's contribution to the weighted average of that sheet. In the example below, note the assignment grades of the highlighted student.

In the example below, the highlighted student, Jeff Blair, has completed all the assignments except the quarterly exam. The three assignments that make up the LABS grade type have scores of 23, 70, and 76, which averages out to 56. The LABS grade type contributes 30% of the sheets weighted average, or 17 out of possible 30 points. The Events grade type, with a weight of 20%,

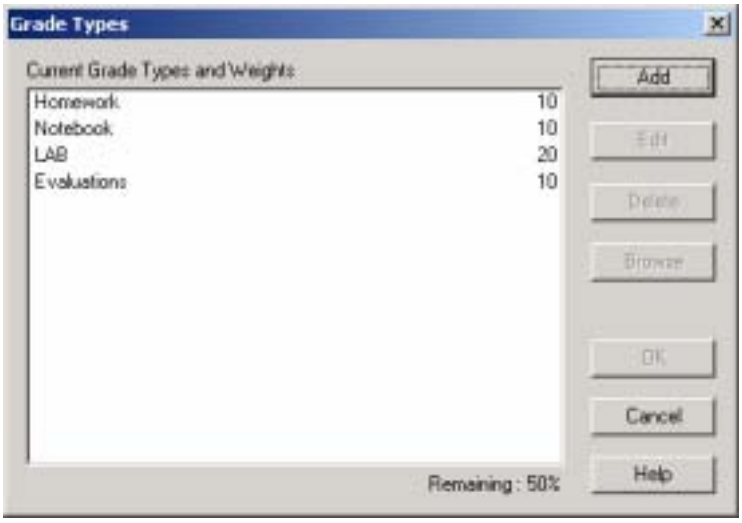
has an average of 59, contributing 12 points out of a possible 20. The Reports grade type, also with a weight of 20%, has an average of 87, contributing 17 points out of a possible 20. The Exam grade type, with a weight of 30%, has the one grade of 80 (the Quarterly Exam grade is unmarked and therefore not averaged), contributing 24 points out of a possible 30. Jeff Blair's weighted average of 70 was determined by adding the different grade types' scores and then rounding.



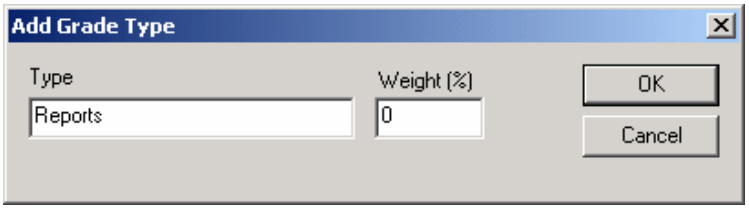
STUDENTS / ASSIGNMENTS	IT: Computer Architecture (1)	Recent Developments: week 1	IT: Network Systems (1)	Recent Developments: week 3	IT: Web Development (1)	Oral Report	mid Exam	Recent Developments: week 5	IT in the news: quiz	Recent Developments: week 9	Written Report	Recent Developments: week 11	Quarterly Exam	Average
AVERY, CARMINE C (123666123)	88	75	62	60	76	80	75	80	75	90	67	90		75
BLAIR, JEFF (343123456)	23	75	70	60	76	90	80	70	80	70	85	0		70
CHIN, CHRISTINE M (990123456)	91	85	72	80	79	85	78	70	85	80	78	70		80
DOLE, JARED S (19276763)	61	90	42	80	90	70	70	70	80	50	89	60		71
LERNER, GUY (16232323)	79	80	21	90	76	80	80	90	60	80	50	65		70
MARVEL, MARY (123123456)	70	70	45	80	88	80	90	90	70	85	77	80		79
NASTOS, CHUCK (444123456)	81	70	85	80	90	70	80	70	80	60	60	80		77
WHEELER, GREYSON E (989123455)	63	80	63	65	79	75	69	70	70	75	75	90		71

Create Grade Types

1. From the Main Menu, select the class that needs the grade type(s) from the **Selected Class** drop-down menu.
2. Click on the **GradeBook** icon. The GradeBook screen will appear. Create a new sheet, if necessary.
3. Click on the **Grade Types** button. The Grade Types window will appear.



4. Click on the **Add** button. The Add Grade Types window will appear.
5. Enter the name of the grade type in the *Type* text field. This name may be up to 80 characters and spaces, but only the first 30 to 40 characters will display in most fields. Each type name must be unique within that sheet's set of grade types, but names may be reused from other sheets.

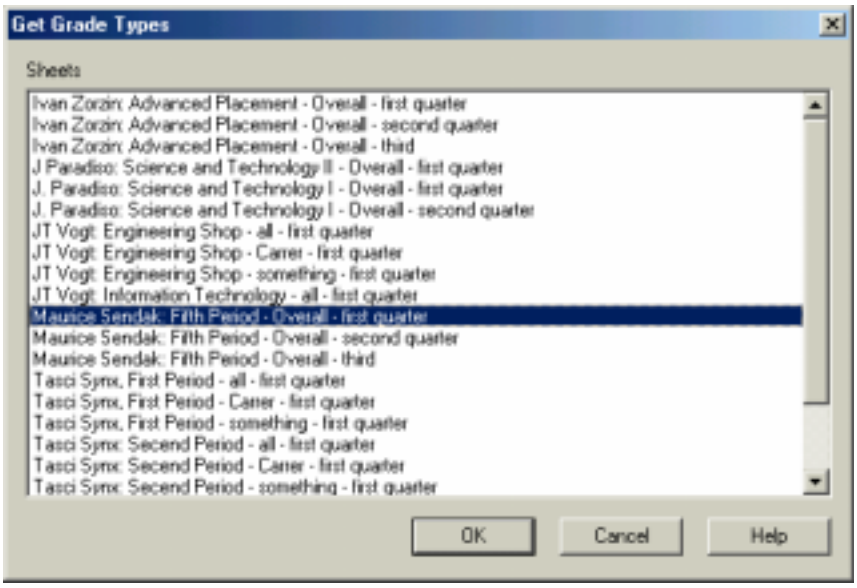


6. Enter the weight or points the grade type will carry towards the sheet's weighted average in the *Weight* text field. This should be a whole number less than 101. Click **OK**.
7. Repeat steps 4-6 until the **OK** button becomes available on the Grade Type window. The set of grade types must total exactly 100% before the set can be saved. The grade type set may be edited at any time.
8. Click the **OK** button. The GradeBook screen will reappear. Assignments may now be added to the sheet.

Use Grade Types from Other Sheets

Grade type sets from other sheets may not be copied if there are currently grade types related to the sheet.

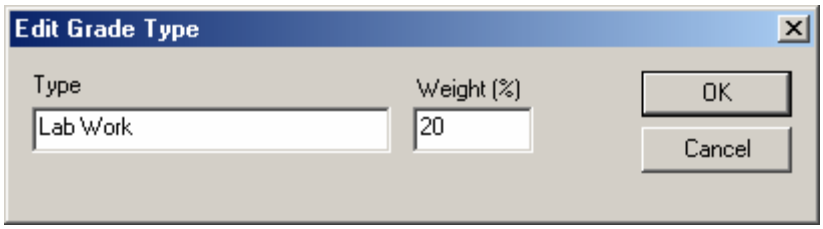
1. From the Main Menu screen, select the class that needs the grade type(s) from the **Selected Class** drop-down menu.
2. Click on the **GradeBook** icon. The GradeBook screen will appear. Create a new sheet, if necessary.
3. Click on the **Grade Types** button. The Grade Types window will appear.
4. Click on the **Browse** button to select any set of grade types in use by another sheet, regardless of class. The Get Grade Types window will appear.



5. Select the grade type set from the list of available *GradeBook* sheets (listed as class-subject-interval) by clicking on it. Click **OK**. The Grade Types window will reappear.
6. Edit each grade type as needed by selecting them from the list box and clicking the **Edit** button. Editing the copied set of grade types does not impact the original set of grade types.
7. Click **OK**. The Grade Types window will close. Assignments may now be added.

Edit a Grade Type

1. From the GradeBook screen, click on the **Grade Types** button in the GradeBook toolbar. The Grade Types window will appear.
2. Select the grade type to be edited from the list box. Click on the **Edit** button. The Edit Grade Type window will appear.

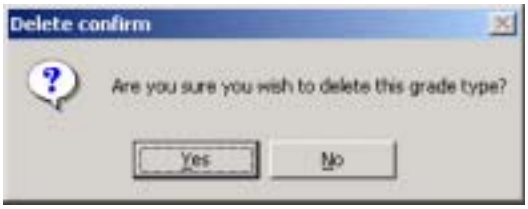


3. Edit the name of the grade type in the *Type* text field, if desired. The type name may be up to 80 characters and spaces, but only the first 30 to 40 characters will display in most fields. Each type name must be unique within that sheet's set of grade types. Names may be reused from other sheets.
4. Edit the weight or points the grade type will carry towards the sheet's weighted Average in the *Weight* text field, if desired. This should be a whole number less than 101. Click **OK**. The Grade Types window will reappear.
5. Repeat as needed until the remaining weight equals 0%, at which point the **OK** button will become available.
6. Click on the **OK** button. The Grade Types window will close.

How to Delete a Grade Type

Only grade types without assignments may be deleted. All assignments must be moved or deleted from the grade type first.

1. From the GradeBook screen, click on the **Grade Types** button in the GradeBook toolbar. The Grade Types window will appear.
2. Select the grade type to be edited from the list box. Click on the **Delete** button. The Delete Confirm window will appear. Click on the **YES** button to delete the selected grade type.



3. The Grade Types window will reappear. The **OK** button will only be available when the total weight of grade types equals 100 points. Edit grade types accordingly. Click **OK** when finished.

GradeBook Assignments

The assignments appearing in a *GradeBook* sheet may be a lab course, an evaluation, a class assigned report, or even an abstract such as class participation. Only assignments assigned to this class for the selected subject interval appear on this sheet. All assignments are graded according

to the set of grade types the instructor has related to this class, but only assignments with a marked grade contribute to the student's average for this sheet by averaging within its grade type. That grade type average is then applied to the overall grade for that sheet based on that type's weight.

There are four kinds of assignments: **Manual**, **Lab Course**, **Evaluation**, and **Sheet Average**.

Manual assignments take place outside the *Tech-Lab* environment. Therefore grades must be entered manually.

Lab Course and **Evaluation** assignments are assignments based on user-defined courses, evaluations and *Tech-Lab* courses that take place within the *Tech-Lab* network. When used in conjunction with the *Scheduler*, these assignments may have their grades automatically updated via the **Update** function.

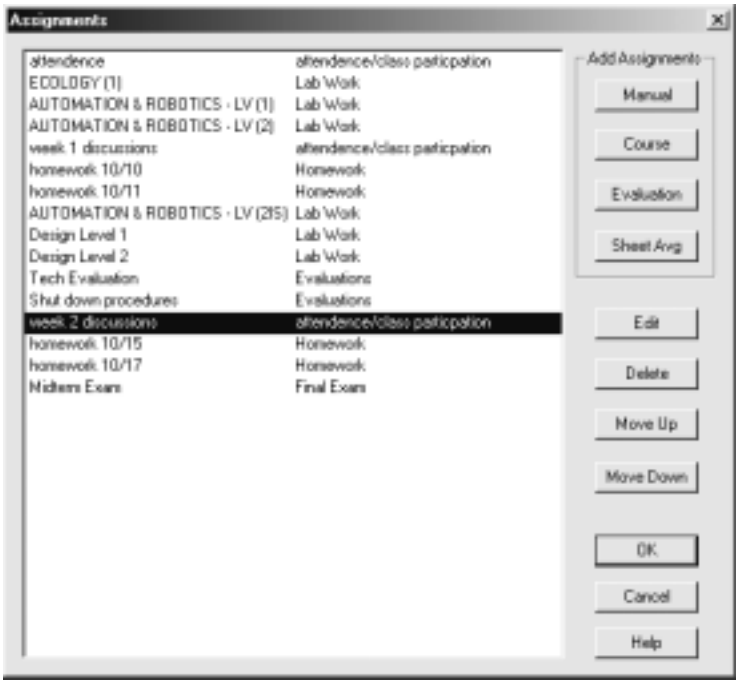
Sheet Average assignments are based on weighted averages from other sheets. These assignments are updated automatically each time that sheet is entered. You may not select averages from another class or subject.

Instructors may enter a grade manually by selecting the corresponding cell and entering a whole number grade or by updating evaluation grades or course grades (when used in conjunction with the *Scheduler*). Updated grades that are later edited appear in white text rather than black.

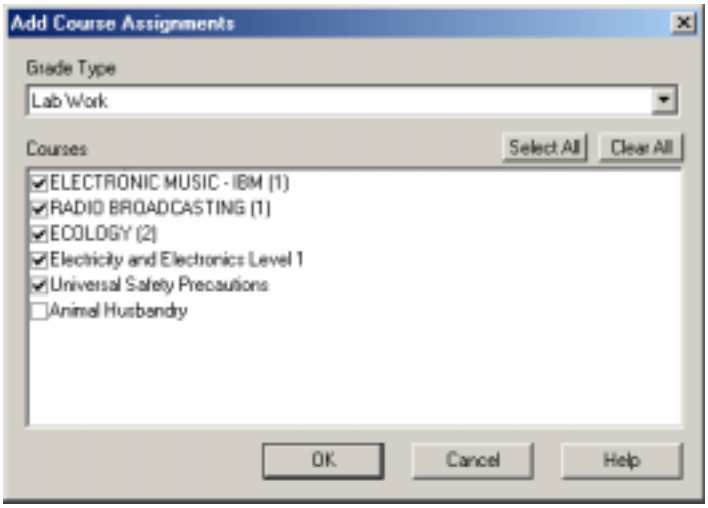
Creating Assignments

Assignments can only be used for the class they are created for.

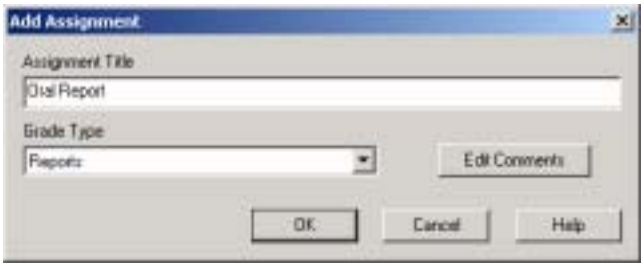
1. From the Main Menu screen, select the class to create assignments for from the **Selected Class** drop-down menu.
2. Click on the **GradeBook** icon; the GradeBook screen will appear.
3. Click on the **Assignments** button in the *GradeBook* toolbar. The Assignments window will appear.



4. Select the type of assignment from the **Add Assignments** group of buttons to the right of the **Assignment list** box: **Manual**, **Course**, **Evaluation**, or **Sheet Avg**. The corresponding Add Assignment window will appear.



5. Select the grade type the new assignment(s) will fall under from the **Grade Type** drop-down menu.



6. Select the needed available, updateable titles of courses or intervals from the list box. Those titles with a checkmark will generate assignments with the same names. When adding a manual assignment, the instructor will be required to create a name for the assignment. Click the **OK** button. The Assignment window will reappear.
7. Repeat steps 3, 4, and 5 until enough assignments are created. More assignments may be created at anytime. Click **OK** when finished creating assignments. The GradeBook screen will reappear.

Editing Assignments

Assignment relationships to a particular course or evaluation cannot be altered once they have been created.

1. From the GradeBook screen, click on the **Assignments** button in the *GradeBook* toolbar. The Assignments window will appear.
2. Select the assignment from the assignment list box. The selected assignment will be highlighted. Only one assignment may be edited at a time.
3. Click on the **Edit** button. The Edit Assignment window will appear.

4. The grade type of the assignment may be changed from the **Grade Type** drop-down menu. Edit the *Assignment Title* field to change the title of the assignment as displayed in *GradeBook*. If related to a course or evaluation, this will not alter the title of the course.
5. Enter optional comments for the assignment by clicking on the **Edit Comments** button. The Enter Assignment Comments window will appear. Comments appear only in the Assignment List report. Type directly into the text field as if using *Notepad*. Click on the **OK** button when finished to close and save comments.
6. Click on the **OK** button when the assignment is edited. The Assignments window will reappear.
7. Continue to edit assignments or click on the **OK** button to close and save all changes to assignments. Otherwise, click on the **Cancel** button.

Delete an Assignment

1. From the GradeBook screen, click on the **Assignments** button in the GradeBook toolbar. The Assignments window will appear.
2. Select the assignment from the assignment list box. The selected assignment will be highlighted. Only one assignment may be deleted at a time.
3. Click on the **Delete** button. The highlighted assignment will be removed from the list box without further prompts.
4. Click on the **OK** button to close the Assignments window and delete the assignment from the sheet. Otherwise, click **Cancel**.

Sort Assignments

1. From the GradeBook screen, click on the **Assignments** button in the *GradeBook* toolbar. The Assignments window will appear.
2. Select the assignment from the assignment list box. The selected assignment will become highlighted. Only one assignment may be selected at a time.
3. Click on either the **Move Up** or **Move Down** button to the right of the list box. The selected item will move one space in the direction indicated. Up brings the item closer to the students' names while down brings the assignment closer to sheet average column on the right. The selected assignment will move up or down one space at a time, but will not "wrap" to the other end.
4. Click on the **OK** button when sorted properly or click **Cancel** to undo all changes from this session.

Update GradeBook

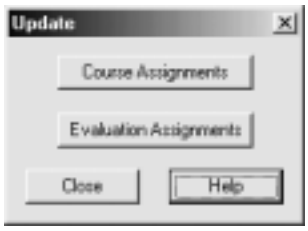
Lab Course and **Evaluation** assignments are assignments based on user-defined courses, evaluations and *Tech-Lab* courses that take place within the *Tech-Lab* network. These assignments may have their grades automatically updated via the **Update** function of *GradeBook*.

Updated assignment grades do not override manually entered grades. Manually entered grades that differ from the posted grades will be displayed as white.

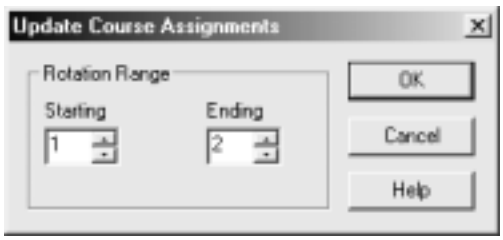
Import Lab Grades

Manual assignments are assignments that take place outside the *Tech-Lab* environment. These must be entered by the instructor onto the sheet manually. Sheet Average assignments are based on the average from other sheets. Sheet average assignments are updated automatically each time that a sheet is entered, so there is no need to poll them.

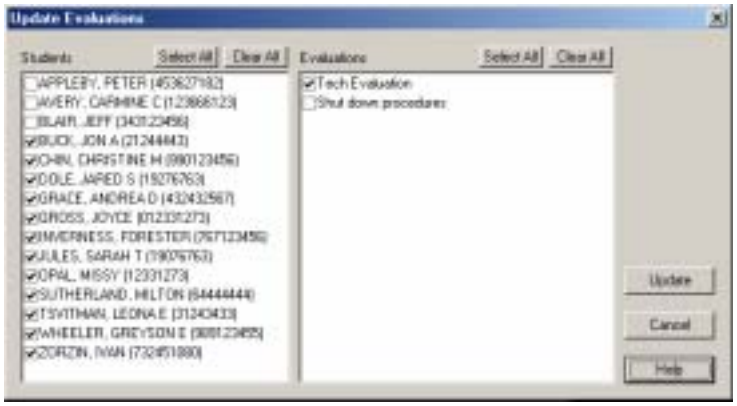
1. From the *GradePoint 2020* Main Menu screen, select the class desired from the **Selected Class** drop-down menu.
2. Click on the **GradeBook** icon. The GradeBook screen will appear with the last sheet opened for this class. If this is not the desired sheet, click on the **Select Sheet** button and create or select a different sheet.
3. Click on the **Update** button in the GradeBook toolbar. The Update window will appear.



4. To update Lab Course grades, click on the **Course Assignments** button. The Update Course Assignments window will appear. Using the dials, adjust the **Starting** and **Ending** numbers for the **Rotation Range**. Click **OK** and the lab grades will be imported into the various course assignments, updating all pertinent grades within the rotational range, except those that have already been manually edited.



5. To update Evaluation grades, click on the **Evaluation Assignment** button. The Update Evaluations window will appear, split into two panes. The left pane, **Students**, contains a list of students associated with this class. The right pane, **Evaluations**, contains a list of assignments related to evaluations on this sheet. Each pane contains a **Select All** button, to select all items in that pane, and a **Clear All** button, to de-select all items in that pane. Click **OK** and *GradeBook* assignments will be updated in conjunction with the checked students and checked evaluations, except those that have already been manually edited.



6. Click on the **Close** button on the Update window. The GradeBook screen will now be available for editing.

GradeBook Reports

From within the GradeBook screen, the following reports may be generated:

- Assignment Grades by Assignment
- Assignment Grades by Student
- Assignment List
- Grade Type List
- Sheet Grades by Student
- Sheet Grades Detailed by Student
- Student Roster

View a *GradeBook* Report

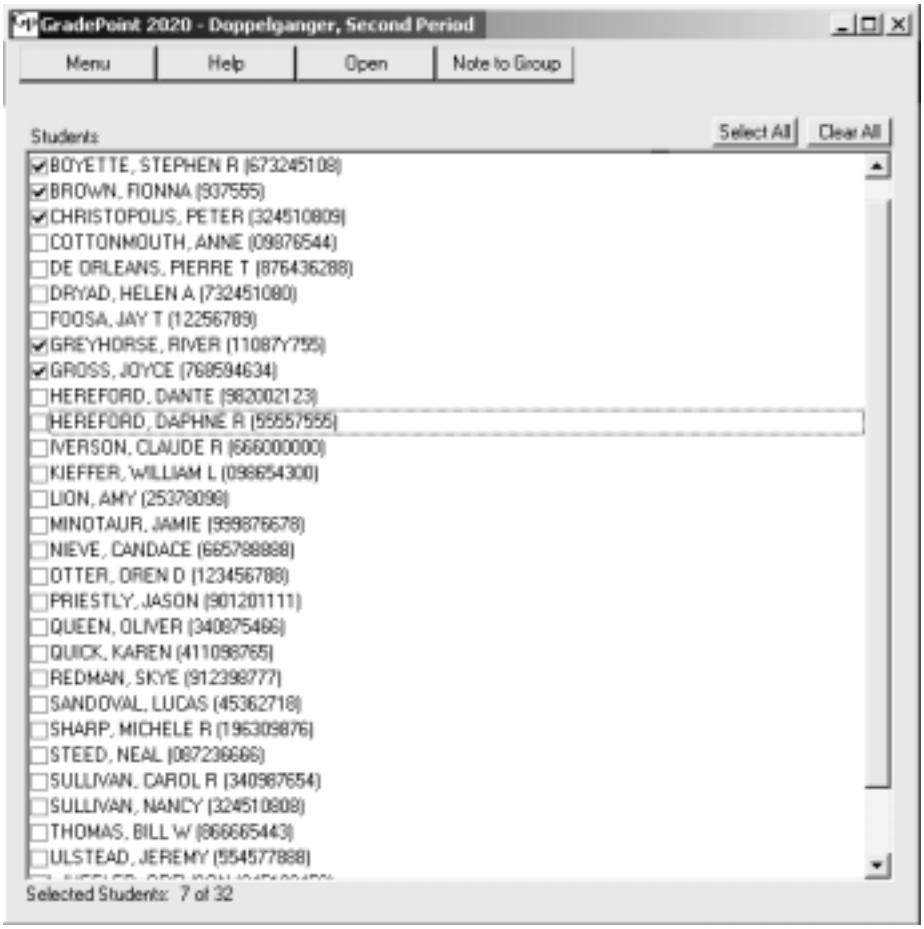
1. Select a class from *GradePoint 2020*'s Main Menu screen's **Selected Class** drop-down menu.
2. Click on the **GradeBook** icon. The GradeBook screen will appear.
3. Click on the **Select Sheet** button in the GradeBook toolbar and select the desired sheet for the report.
4. Click on the **Reports** button in the GradeBook toolbar. The Available Reports window appears.

5. Select the report to generate. Exclude students and or assignments related to the selected class by clicking the **Modify** button. Unchecked students and assignments will NOT appear in this report. Click **OK**.
6. Click on **View Report**. Once the report has been generated, it may be viewed online and then printed.
7. Exit report viewer when you are done. *GradePoint 2020* will remain inactive while any report is open.

For more information on these reports, please see the Reports chapter.

STUDENT JOURNALS

Students and instructors can now have increased interaction via personalized, online notebooks available at each *Tech-Lab* workstation. Instructors may review and insert notices into each journal from this screen. The Journals screen is divided into two sections: the toolbar and the **Student List Pane**.



The **Student List Pane** lists only the students currently related to the selected class. These students may be selected to have notes inserted into their *Student Journals* by checking the box preceding their name. An instructor may also review any *Student Journal* by highlighting that student's name.

The following functions can be performed from the Journal toolbar:

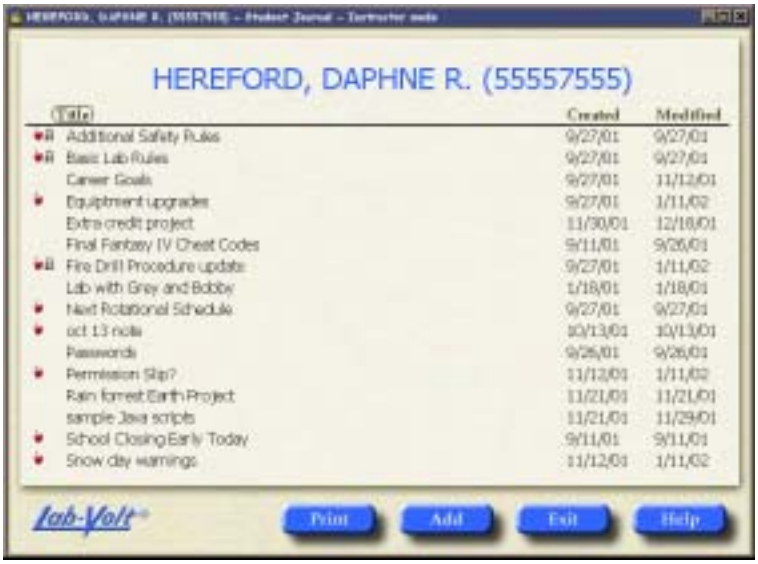
- Generate and distribute notes online
- Open and edit any Student Journal

Note: Instructor messages sent to *Student Journals* may be set to auto-delete on a certain date. Proper use of this option requires that the instructor machine and all workstations be set to the correct time and date.

Distributing Notes

Instructors can electronically send notes to any number of students in their class by selecting which students will receive the distribution from the **Student List** pane from the Student Journal screen. The student will see the date it was distributed and when it was last modified but not which instructor sent the note unless that instructor includes a signature within the note.

Once distributed, an instructor may delete or alter the note one *Student Journal* at a time, via the **Open** function. Instructor notes cannot be recalled. The student cannot edit instructor notes, and cannot delete them unless the note is in an unlocked state. Entries cannot be undeleted.



Duration

These entries appear within the students' online journal and exist for a period of time that may be only determined by the instructor when the note is composed.

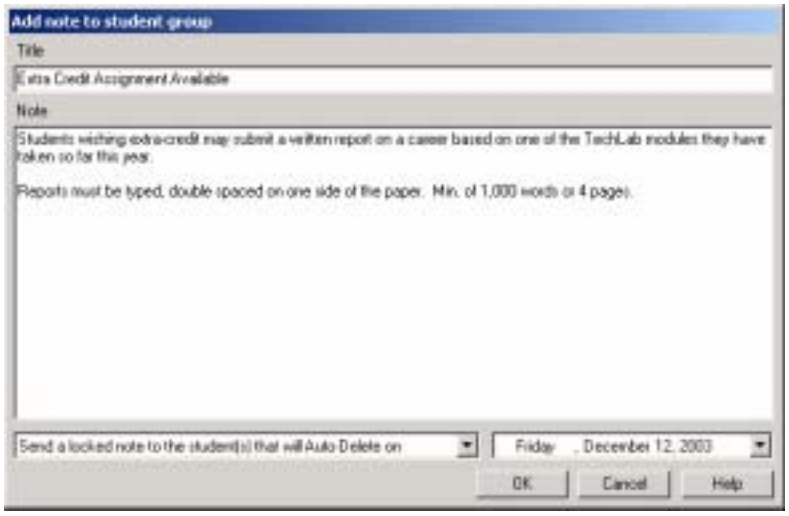
The following are the three available duration modes:

- **Unlocked Note** – may be deleted by the student at any time.
- **Locked Note, Semi-Permanent** – may only be deleted by the student after a preset time limit.
- **Locked Note, Auto-Deletion** – may not be deleted by a student, but will self-destruct on a preset date.

Creating a Note

Please be aware that variances in the date and time between machines may cause the online notebooks to not function properly.

1. Select a class to be scheduled from the *GradePoint 2020* Main Menu screen's **Selected Class** drop-down list.
2. Click on the **Student Journal** icon. The Student Journal window appears. The list of students in the class appears in the list pane.
3. Select one or more students to distribute the note to from the **Students List** pane by checking each box to the left of the student's name. Use the **Select All** button to check all the students and use the **Clear All** button to clear all the selections.
4. Click on the **Note to Group** button in the Journal toolbar. The Add Note to Student Group window appears.



5. In the Add Note window, enter a heading for the note in the *Title* field.
6. Type the entry in the *Note* field or cut and paste the message from a text file into the *Note* field. Use *Ctrl+Tab* to place a tab within the note.
7. Select a duration mode from the **Duration** drop-down list. If selecting a locked mode, select a date to end deletion protection from the **Calendar** drop-down list to the right.
8. Click on the **OK** button to send the note. This button will not be available until the entry has both a title and content. The window will close. The Student Journal window returns.

Journal Review

Instructors can review and edit *Student Journals* at any time; the student need not be logged in. Each student has just one journal regardless of how many *Tech-Lab* classes he or she may be assigned to. Any instructor can review and edit any student's journal.

Each note in *Student Journal* gets a separate heading in the journal's *Content Listing window*. Clicking on a heading brings you to the Note Entry window for that note. Only one entry at a time per *Student Journal* may be reviewed, edited, or deleted.

Print Student Journal

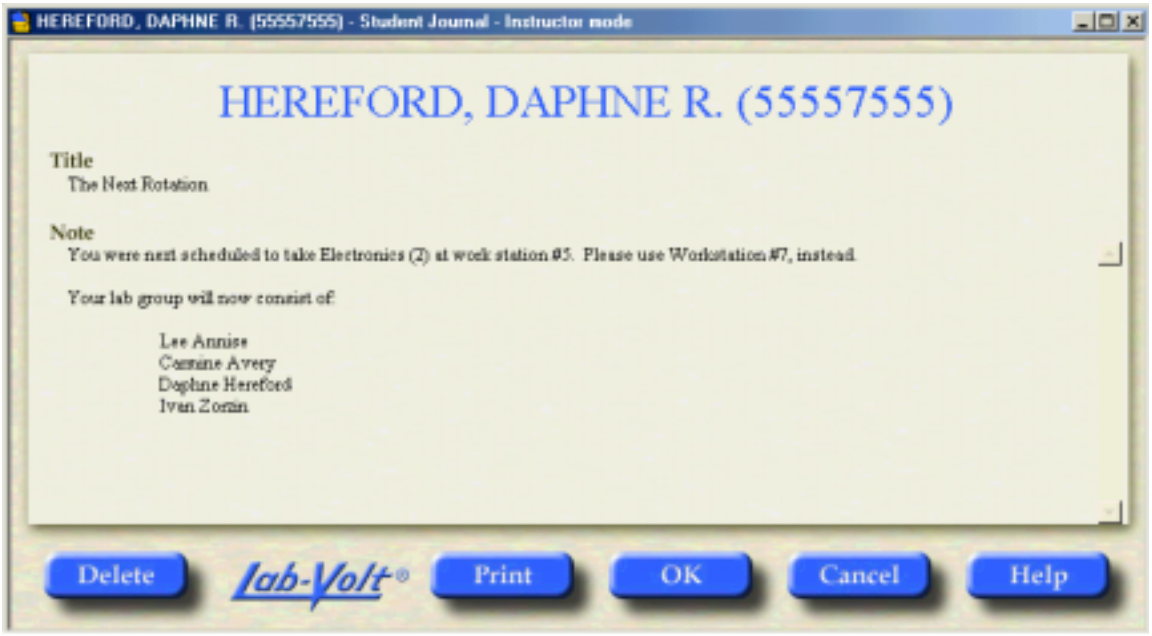
When running virus protection software, the instructor **may** be warned that the document contains macros or scripts. This is a necessary part of *Student Journal* and should not be disabled.

1. Open desired *Student Journal* from the Journal Selection window. The Content Listing window appears.
2. In the Content List window, click on the **Print** button.
3. The Print Options window appears. Click on the **OK** button after making any necessary adjustments.
4. Document prints and the Content Listing window returns.

Editing Entry

Only an instructor may edit an entry from an instructor, locked or unlocked. If the student is reviewing their journal from his or her workstation, the journal will be available only in a read-only mode and the instructor will not be able to edit or delete any entries in the journal.

1. Open the entry from the Content Listing window. The Note Entry window will appear.



2. Overwrite or edit the heading or the note itself as if it were a document in *Notepad*. The *Cut and paste* function is permitted. Highlight the desired section and drag it into either text field.
3. To accept the changes, click on the **OK** button. To revert to the unaltered entry, click on the **Cancel** button. The Note Entry window will close and the Content Listing window will reappear.

Delete Entry

An instructor can delete any entry, provided the journal is not in read-only mode.

1. Open the entry from the Content Listing window. The Note Entry window will appear.
2. Click on the **Delete** button in the bottom left of the screen. If the **Delete** button is not available, the entry cannot be deleted. At the Confirm delete window, click **OK**. The Content Listing window will reappear with a revised content list.

Print Entry

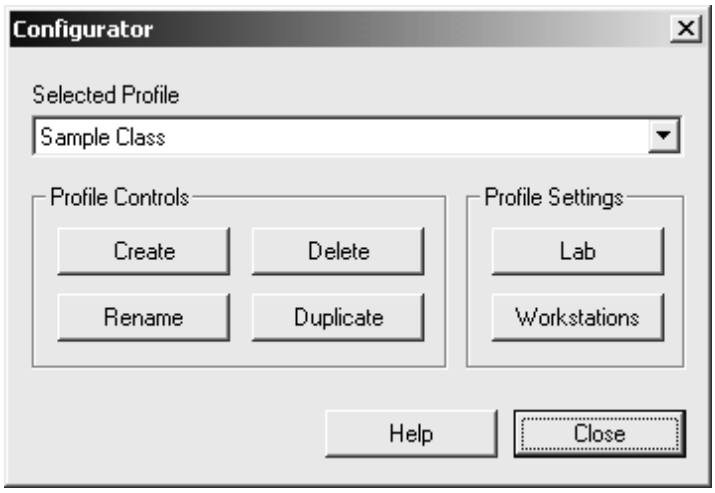
When running virus protection software, the instructor **may** be warned that the document contains macros or scripts. This is a necessary part of *Student Journal* and should not be disabled.

1. Open the entry from the Content Listing window. The Note Entry window will appear.
2. Click on the **Print** button. The Print Options window appears. Click on the **OK** button after making any necessary adjustments. The entry will print out of the default printer as it appears on the screen, incorporating changes that may not have been saved yet.
3. Close the entry by clicking **OK**, **Delete**, or **Cancel,** or continue to edit the entry.

THE CONFIGURATOR

The Configurator is used to add, edit, and delete student records, as well as to configure profiles with lab settings and workstation options for the *Tech-Lab System*.

The Configurator may be launched from *GradePoint 2020* by simply clicking on the **Configurator** icon (the puzzle box) on *GradePoint*'s Main Menu screen.

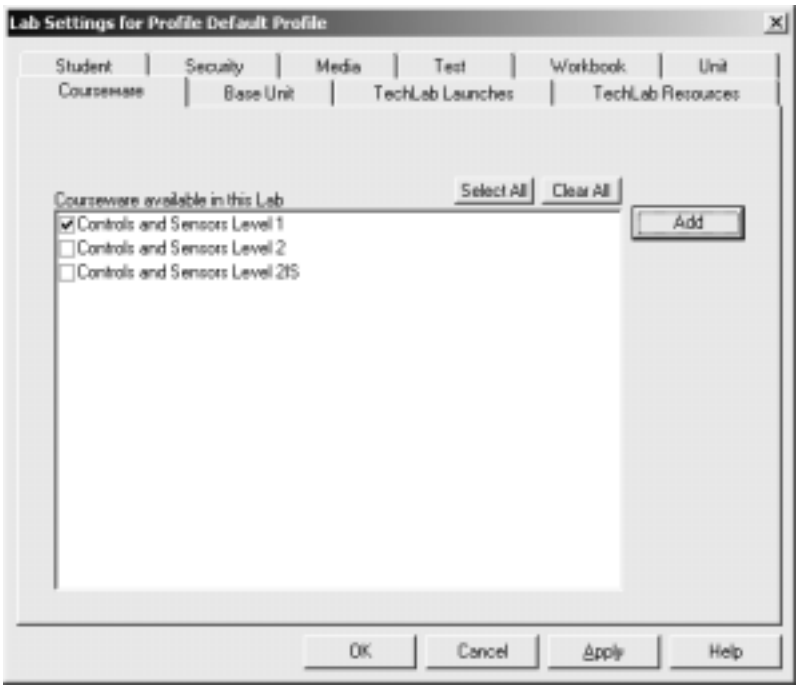


Once launched, the instructor will select from a list of available profiles for the lab environment, which includes a general set of lab preferences and, at times, a set of workstation overrides. Instructors may also create and delete profiles as needed.

The instructor may edit the selected profile's lab settings and overrides at any time, from any *Tech-Lab* workstation pointing to the same shared system folder. However, students currently logged into courseware may not experience these setting changes immediately. The instructor should have these students log off and log back in, if the setting changes are to have an impact on their lab grades.

When editing a profile's lab setting, the Configurator has ten “tabs” of workstation preferences. The tabs are **Student**, **Security**, **Media**, **Test**, **Workbook**, **Unit**, **Base Unit**, **Tech-Lab Launches**, **Tech-Lab Resources**, and **Courseware**. These options affect settings across the entire *Tech-Lab System*, unless a workstation has been set with an override for that option.

When editing a workstation for setting overrides, these ten tabs are also available in the Configurator, as is an additional tab marked **Associated Applications**. Overrides created on a workstation are for that profile only; when another profile is selected, that profile's overrides will be active and the previous overrides will become inactive.



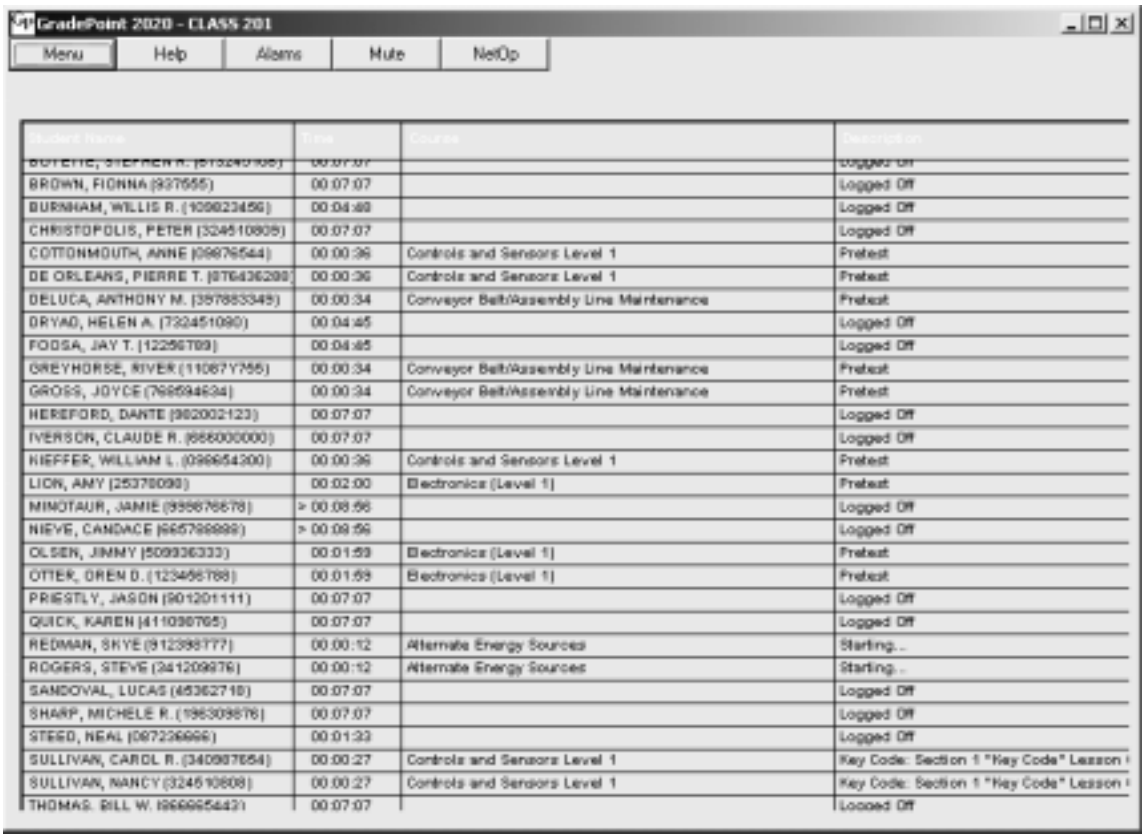
Please note that only one instance of the Configurator may be opened on the *Tech-Lab* Network at any time. Should an attempt be made to open a second Configurator, a warning window will appear indicating which PC currently has the Configurator open.

Please see the Configurator's help file or the Configurator related chapters in the *Tech-Lab* Installation and User's Guide for more information.

STUDENT ACTIVITY WATCH

Student Activity Watch monitors students during their *Tech-Lab* experience. The Student Watch screen is divided into two sections: The **Class Grid** and the toolbar.

The **Class Grid** allows the instructor to view which students are logged into *Tech-Lab* and which section of *Tech-Lab* they are working in at that moment.



The on-screen spreadsheets used in this screen may become too large to display on some monitors. When this happens, simply scroll the grid display by pressing and holding the right mouse button and moving the cursor across the screen. When the right mouse button is released, the grid stops scrolling.

The right mouse button has no other function within most of *GradePoint 2020*.

The following functions can be performed from the Student Watch toolbar:

- Set and Adjust Alarms
- Mute All Alarms
- Activate *NetOp*, if installed

Only students within the previously selected class will be shown in this screen. If a student NOT related to the selected class logs into a student workstation at this time, they will NOT appear in the **Student Watch Class Grid**. This allows multiple classes of *Tech-Lab* to exist on the same server concurrently without confusion.

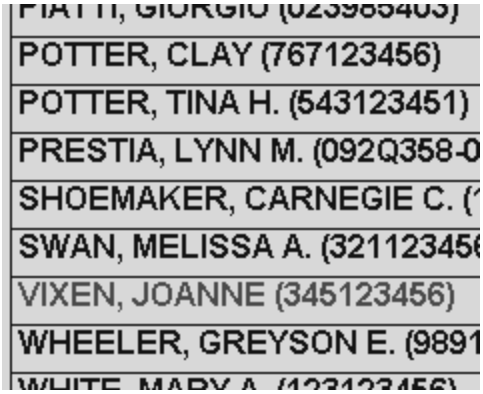
Net-Op allows you to track workstation activity, but will not track student activity as *Student Activity Watch* does.

Class Grid

The bulk of the Student Activity Watch screen consists of the **Class Grid**, a scrollable table of students down the vertical axis and their *Tech-Lab* activities across the horizontal axis.

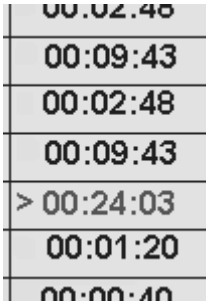
The appearance of the grid can be adjusted by changing its font by way of the Manager Maintenance screen.

Student Names



The first column contains **Student Names**. Only students within the previously selected class will be shown in this column. If a student NOT related to the selected class logs into a student workstation at this time, they will NOT appear in this grid. This allows multiple classes of *Tech-Lab* to exist on the same server concurrently without confusion.

Time



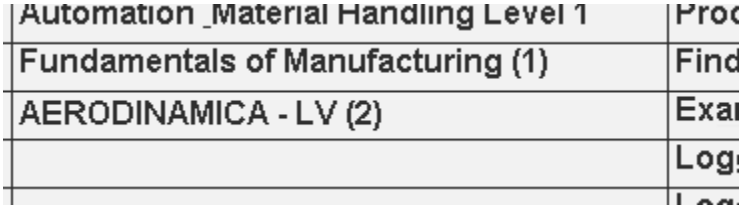
The second column keeps track of **Time**. *Student Watch* is only active when the Student Activity Watch screen is open. Student activity that was in

progress when *Student Watch* became active, will be annotated with a "greater than sign" (>) indicating that the student has been engaged in their current task for at least the time indicated. When a student changes tasks, the timer begins anew. The time listed is tied into **Alarms** and will set off an audio alarm (unless that feature is on mute or disabled) and turn the text red when the allotted time has passed.

The *Student Watch* **Alarms** within *GradePoint 2020* are only available with the Student Watch screen open. Leaving this screen to return to the Main Menu screen or closing *GradePoint* itself will disable the alarms. However, instructors may minimize this screen and multi-task with another program.

Course

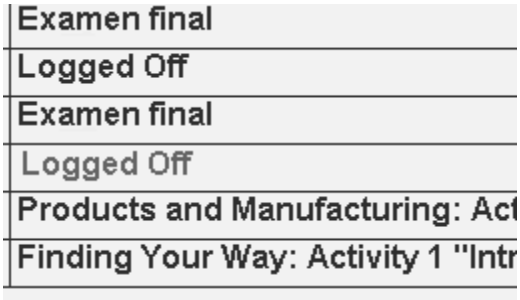
The third column lists the course or evaluation the student is currently in. If the student is not signed into *Tech-Lab* or at the *Tech-Lab* menu, this field will remain blank.



This field does not show the course or evaluation the student has been scheduled to appear in. Since the rotations are not tied into a fixed length of time, instructors may consult **Course History by Students** to ensure students are taking the proper module or evaluation.

Description

The fourth and final column lists a short description of their current *Tech-Lab* activity. If the student is not yet signed into the system, he or she will be listed as logged off. This column does not track non-*Tech-Lab* activities such as Internet browsing or composing a report in *WordPad*. Excessive non-*Tech-Lab* activity may call for the use of *Net-Op* to monitor workstation PC activity.



SUPERVISION AND CONTROL

The *NetOp* system allows *GradePoint 2020* users to monitor computer activity across the computer network to any machine with *NetOp Student* installed, provided that machine is online. It can be accessed from the *GradePoint 2020* Main Menu screen and from *Student Activity Watch*. It differs from the **Student Watch Grid** in three important aspects.

- *Student Watch* produces an easy to see and review listing that tracks student progress within the *Tech-Lab System*. *NetOp* tracks workstation activity graphically, allowing instructors to see exactly what students at that workstation see.
- *NetOp* allows instructors to override a workstation's mouse cursor to shut down or start up programs from the instructor machine. It does not alert the instructor, however, when a workstation is being used incorrectly. *Student Watch* is a simple monitoring program that can be set to "flag" students when they take too long to log on to *Tech-Lab* or if they appear to be dallying during an exercise or test.
- *NetOp* also has other features that make it useful outside *Tech-Lab* itself, such as the ability to demonstrate functions to one or more workstations at a time.

For the full range of *NetOp* functions, please see the accompanying *NetOp* manual or its help file.

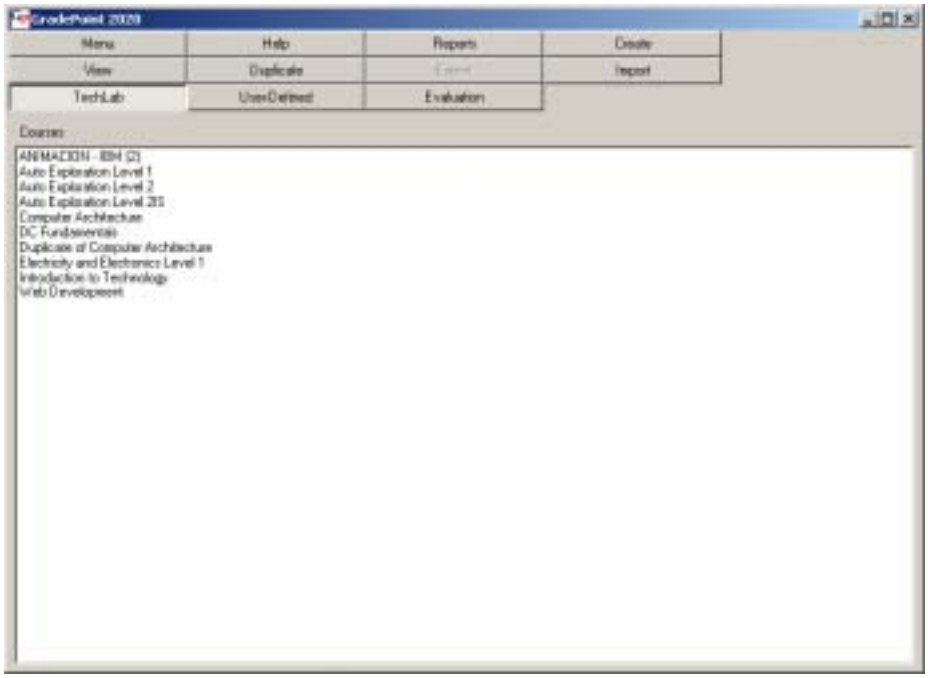
Selecting the **Supervision and Control** icon from the *GradePoint 2020* Main Menu screen will launch *NetOp*. *NetOp* will search the *Tech-Lab* network for all computers with *Tech-Lab* installed. Offline computers will not appear in the listing. Active workstations with *NetOp* deactivated will be marked with a red exclamation point (**!**).

Note: In order for *NetOp* to work properly with the *Tech-Lab* network, the "classroom name" for the technology lab must be listed as "Lab." Some systems may experience a known "bug" where the installation fails to assign the *NetOp* classroom name. If *NetOp* fails to find any workstations over an active network, this is the likely cause.

To correct this situation, select **Configurations** from the *NetOp* toolbar and then select **Program Options**. Select the **Classroom** tab from the Program Options window that will appear and enter "Lab" in the Classroom Name field. Click **OK**. *NetOp* will now locate all online *Tech-Lab* workstations that share this classroom name. This procedure may also be used to divide a lab between instructors. Classroom names do not change with *GradePoint 2020*'s selected class.

GRADEPOINT EDITOR

The GradePoint Editor screen is where courses and evaluations can be created and edited. The GradePoint Editor screen is divided into two sections: the toolbar and **Course List Pane**.



The **Course List Pane** lists all courses and evaluations available on the *Tech-Lab Network*. Selecting a course or evaluation to edit starts a wizard that will walk you through the editing process. ***Tech-Lab***, **User-Defined**, and **Evaluations** are separated on three different layers.

Some courses cannot be edited. When such a course is selected, a **View** button will replace the **Edit** button. If a view-only course is duplicated, the duplicate can be edited.

The following functions can be performed from the GradePoint Editor toolbar:

- Show *Tech-Lab* courses to edit
- Show user-defined courses to edit
- Create user-defined courses
- Create evaluations
- Create and customize courses using *Tech-Lab* units
- Show Evaluations to edit
- View and print GradePoint Editor reports
- Duplicate courses, using the **Duplicate** button

Curriculum Layers of the List Pane

GradePoint Editor's **List** pane is a three-layered list box containing the courses and evaluations available on the *Tech-Lab* Network.

While courses do not appear in Tech-Lab Grades or the Scheduler until they are related to a class, all courses and evaluations installed to this *Tech-Lab* system will appear in the *GradePoint* Editor **List** pane, on the appropriate layer. If the course or evaluation wanted is not listed in this pane, it does not exist on this *Tech-Lab System*. It may have been previously deleted via the Configurator.

Switch between views of available modules and evaluations to edit with the buttons on the toolbar.

Tech-Lab

This button calls up all *Tech-Lab* courses available to edit. This action will take a moment. If a *Tech-Lab* module is not listed here, it has not been installed on this *Tech-Lab System*. Customized courses with media-rich units are handled as *Tech-Lab* courses.

User-Defined

This button calls up user-defined courses available to edit. If a user-created course is not listed here, it was either created on another *Tech-Lab* Network or it has been deleted via the Configurator. User-defined courses can only be created while this layer is active. Customized media-rich courses are not handled as user-defined courses.

Evaluations

This button calls up all evaluations available to edit on this *Tech-Lab* System. Evaluations may only be created while this layer is active.

Editing Courseware Tests

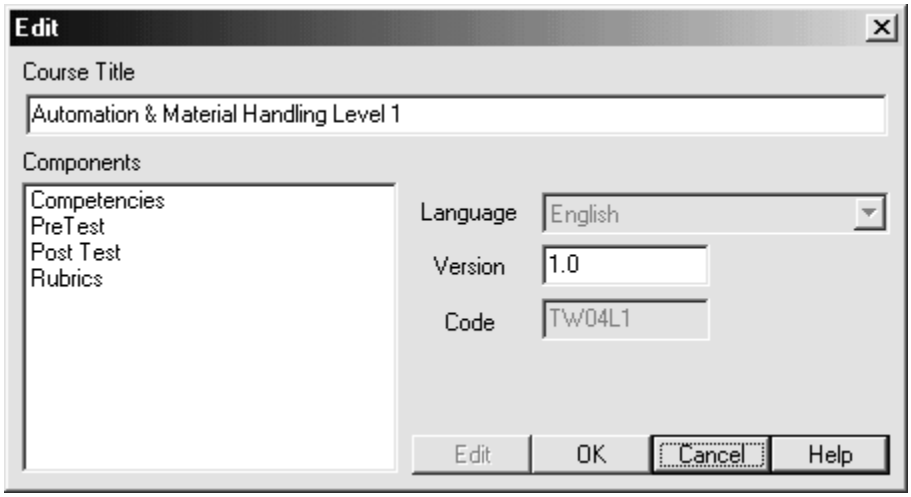
Pretests, tests, and posttests in courses can be edited for content with *GradePoint 2020*'s *GradePoint* Editor.

Questions may be rephrased. Answers can be switched around. Competencies may be linked to different pretest and posttest questions. Course titles may be renamed. Instructors can also create their own user-defined courses and edit them.

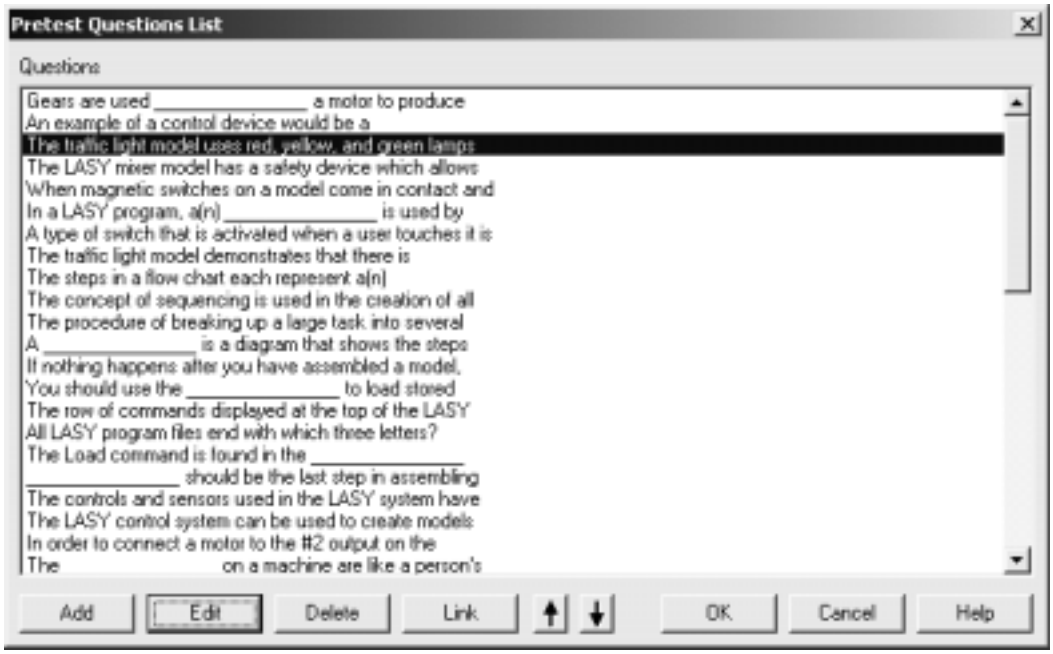
Note: When one instance of the *GradePoint* Editor is opened on the *Tech-Lab* network, another instance of the *GradePoint* Editor may also be launched. A warning message, however, will be displayed if more than one *GradePoint* Editor tries to edit the same course or evaluation. Until the first *GradePoint* Editor saves that course or evaluation, the second *GradePoint* Editor will only be able to view the questions, competencies, and rubrics or any course.

Editing Tests, Pretests, and Posttests

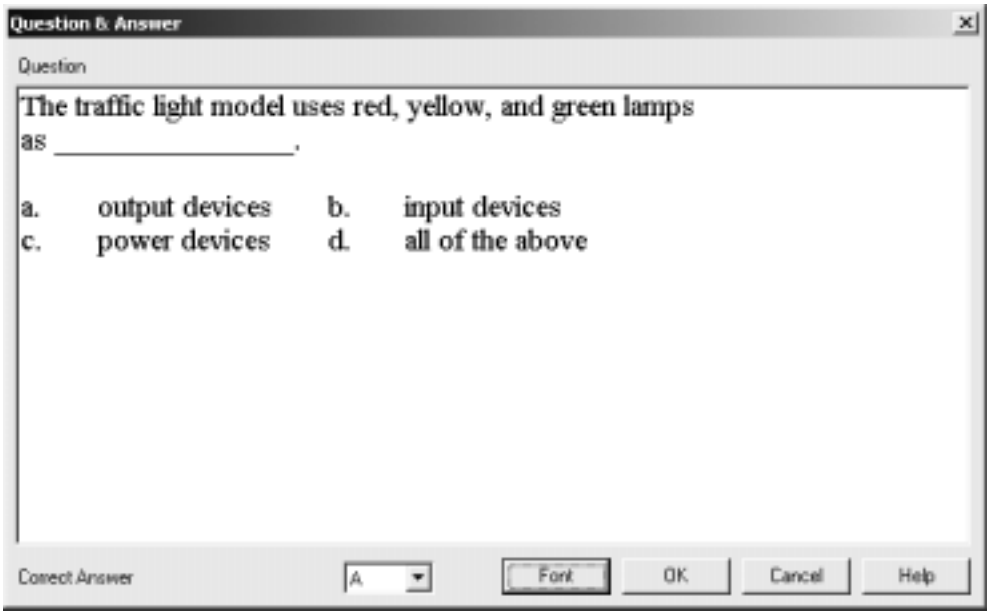
1. From the Editor screen, select either **Tech-Lab**, **User-Defined**, Or **Evaluation,** depending on which item needs to be edited.
2. Click on the course or evaluation to be edited. Only one item may be edited at a time.
3. Click on the **Edit** button on the toolbar. The Edit window will appear.
4. To change the course's title, simply type in the text field below *Course Title*. For all other changes, select the appropriate component to edit: **Competencies**, **Test**, **Pretest**, Or **Posttest**.



5. Click on **Edit**. The Edit window will appear for the component selected.
6. Highlight the selection to be edited. Only one selection may be edited at a time.
7. Click the **Edit** button to change the item's wording or answer. The Edit window will appear.



8. Make changes as needed. Click on the **OK** button when finished. Repeat steps 4 to 7 as needed. Be sure all competencies are linked to at least one question or competency reports may not accurately reflect student needs.



9. When all changes are finished, click the **OK** button in the GradePoint Editor window.

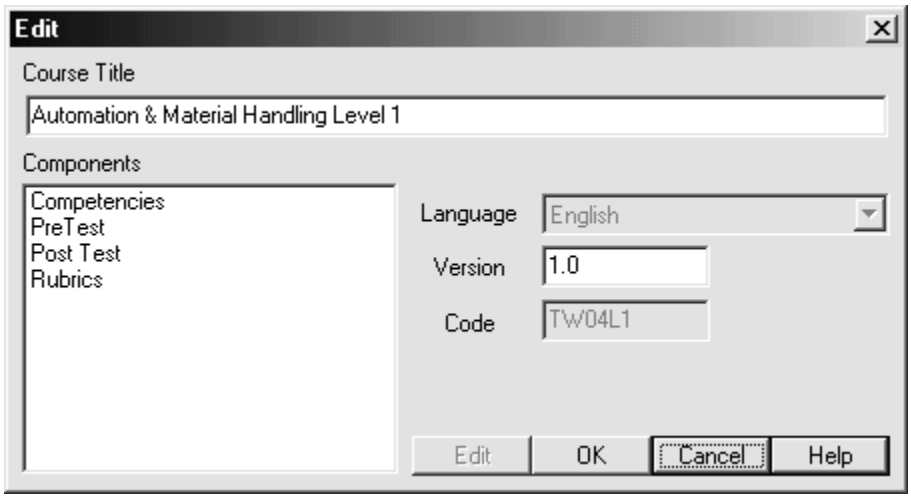
Note: Editing modules affects all instances of that module on the *Tech-Lab* system, so it is important to remember that what one instructor does may adversely affect another's class. Changing competencies' linkage in the middle of a semester, for example, may retroactively change Competency reports for those students who have already taken that course. Adding a competency to a course after a student has completed it will alter that student's records by adding an "N" for that new competency. Changing an answer to *Tech-Lab* tests may affect reports, but will not affect the actual grades.

Link Questions to Competencies

Competencies are topics within the course's subject. They are linked to test, pretest and posttest questions. When a student answers a question, his Competency Threshold and Competency Gains are affected for those competencies linked to that question. Competencies chart what students have learned and in what particular areas their strengths lie.

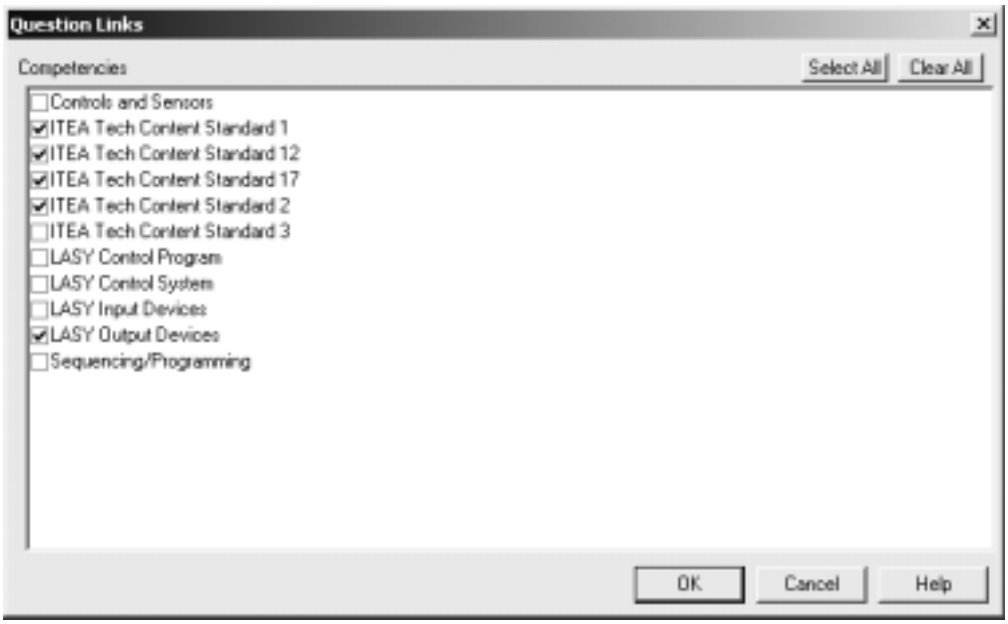
If a pretest or posttest question has been changed significantly, then that question may need to be linked to a different Competency than before. In addition, care should be taken that all competencies are linked to at least one posttest question within that module. Otherwise, students' threshold ratings may be adversely affected. If no question remains appropriate for the competency, it should be deleted.

1. From the Editor screen, select either **Tech-Lab**, **User-Defined**, or **Evaluation,** depending on which title needs to be edited.
2. Click on the courseware to be edited. Only one title may be edited at the time. The Edit window will appear.



3. Select either **Test**, **Pretest,** or **Posttest** from the **Component List**. Linkage may also be altered by clicking **Competencies**.
4. Click on the **Edit** button. The Edit Selection window will appear.

5. Select question to be linked. Only one question may be linked at a time from this screen. If linking via competency, highlight a competency.
6. Click on the **Link** button. A list of competencies will appear. Highlight competencies that should be linked to this question. Deselect those competencies that no longer properly apply. If linking via the competency component, a list of pretest and posttest questions will appear. In this case, highlight a question to create linkage.



7. Click **OK** when finished. Repeat steps 3 to 7 as needed.
8. When all changes are finished, click the **OK** button in the GradePoint Editor window.

Changing Question Order

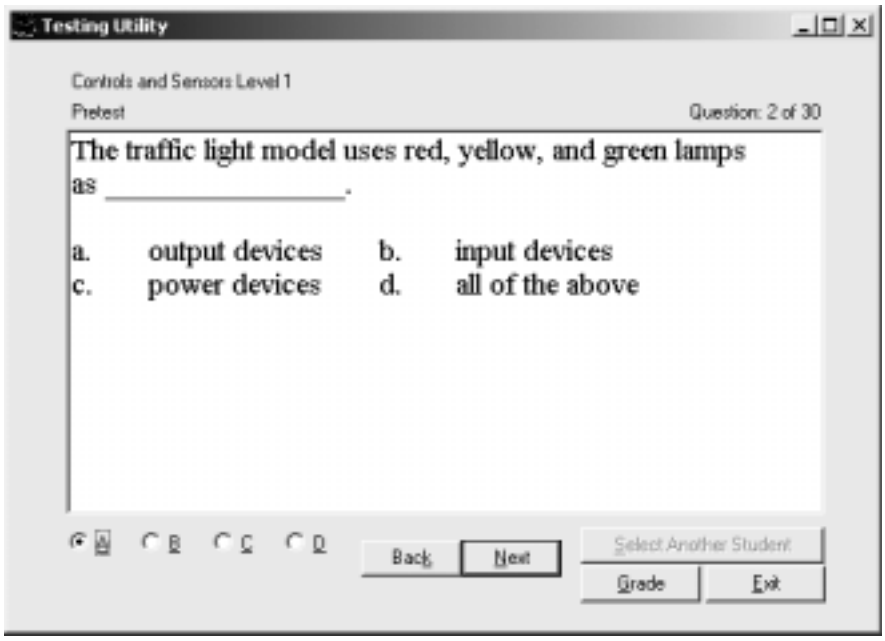
Unless otherwise altered, most courses list questions in the pre- and posttest sections in the same order. One way question order may be changed is in the Configurator by switching to **Random** from the **Test** tab. Another way is use the GradePoint Editor to manually change the order of pretest or posttest questions. Test order changes cannot override the **Random** setting.

1. From the Editor screen, select either **Tech-Lab**, **User-Defined**, or **Evaluations** depending on which module needs to be edited.
2. Click on the course or evaluation to be edited. Only one title may be edited at a time.
3. Select **Test**, **Pretest**, or **Posttest** from the component list.
4. Highlight question to be moved. Only one question may be moved at a time.
5. Use the **Arrows** to move the question up or down in the order. Repeat as needed. The order shown is the order the questions will be presented, unless the workstation or lab profile has been set to random question order. Click **OK** when finished.
6. Click the **OK** button in the GradePoint Editor *window*.

Adding Questions to Courses

Instructors may add their own questions to *Tech-Lab* courses. These questions must be in the multiple choice format of "A, B, C, or D." Questions may be written in *Notepad* and then cut-and-pasted into the proper text fields. Be sure to consider linking questions to competencies.

1. From the Editor screen, select either **Tech-Lab**, **User-defined**, or **Evaluations** depending on which course needs to be edited.
2. Click on the course or evaluation to be edited. Only one title may be edited at a time.
3. Select **Test**, **Pretest**, or **Posttest** from the component list.
4. Click on the **Edit** button. The Edit Selection window will appear for the component selected.
5. Click on the **Add** button. A blank Question & Answer window will appear.
6. Type or paste the new question into the text field. Be sure to include four possible answers: Students will be given the choice of A, B, C, or D.
7. Select **Correct Answer** as either **A**, **B**, **C**, or **D**. Click **OK** when complete.
8. Move **Question** with **ARROW** buttons, if desired. Click **OK**.



Deleting a Question

Questions may be deleted from any test, but instructors must be careful not to leave a competency without at least posttest linkage, as this will adversely affect students' threshold ratings.

1. From the Editor screen, select either **Tech-Lab**, **User-Defined**, or **Evaluations** depending on which course needs to have questions deleted from its tests.
2. Click on the course or evaluation to be edited. Only one title may be edited at the time.
3. Select **Test**, **Pretest**, or **Posttest** from the **Components** list.
4. Click the **Edit** button. The Edit Selection window will appear for the component selected.
5. Highlight question to be deleted. Only one selection may be deleted at a time.
6. Click **Delete** to remove this question. The question will be deleted.
7. Click **OK**. The Edit Selection window will reappear.
8. Click the **OK** button in the GradePoint Editor window. If you click **Cancel** at this point, the question will be returned to the test.

Competencies

As mentioned previously, competencies are topics within a course or evaluation and they are linked to test questions. When a student answers a question, his Competency Threshold and Competency Gains are affected for those competencies linked to that question. Competencies scores are objective assessments that tell instructors which aspects of a course's subject students have learned and to what degree.

With GradePoint Editor, instructors may edit existing, import, or add new competencies to a pre-existing Lab Course. Instructors may also browse competencies and their related questions from other courses and add them to the course or evaluation they are editing.

For example, Mr. Hernandez wishes to add a competency about local airports to his user-defined course on aviation. Not only are they are often discussed in class, but a field trip is planned to a nearby airfield. Mr. Hernandez creates a competency called "**Local Airports**." He also adds two questions each to the pretest and the posttest: "Which field is closest to the school?" and "Which is the biggest airport in the county?" These four questions are then linked to the new competency, "**Local Airports**."

Mr. Hernandez then browses to a competency from another user-designed course he created called, "**Famous Aircraft Disasters**." He copies this competency – and the associated questions – to the aviation course he is editing.

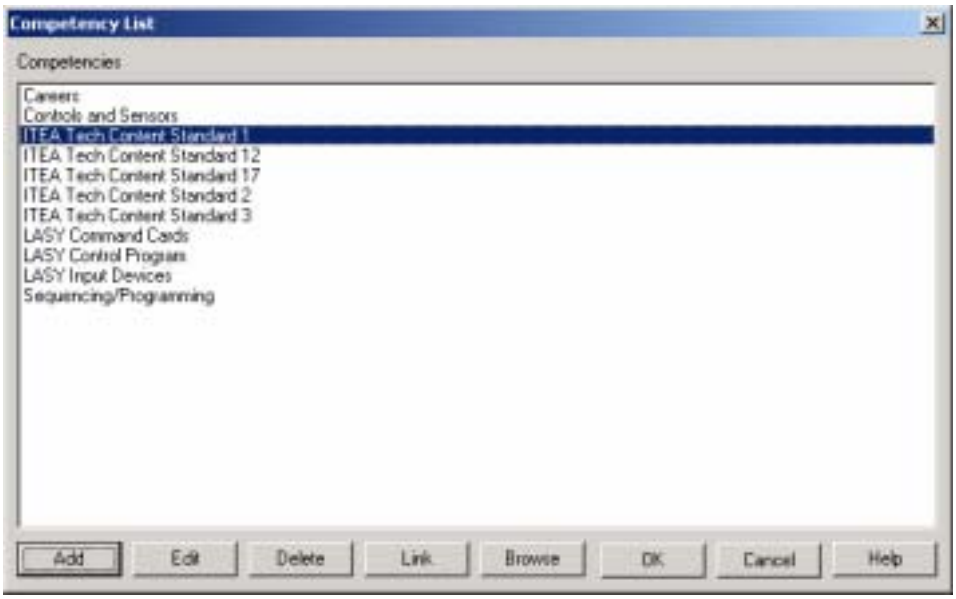
Mr. Hernandez used two different methods of creating competencies for his new course. He created the first competency and he copied the second from another course, the directions for which follow below.

Adding a New Competency

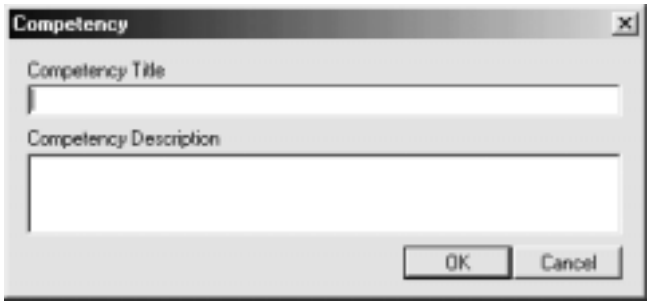
It is imperative that the added competencies be linked to at least one test question or one pre-test and one posttest question, otherwise students will always receive a Competency Threshold Rating of "**N**" on that competency in *Competency Reports*.

1. From the *GradePoint 2020* Main Menu screen, click on the **Editor** icon. The GradePoint Editor will appear.
2. Select **Tech-Lab**, **User-Defined** or **Evaluation** so that the course or evaluation to add a competency to appears in the list below the toolbar.

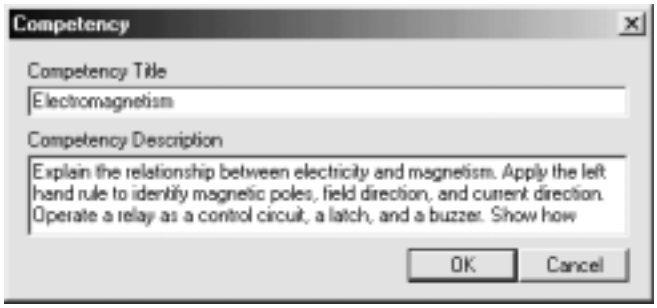
3. Select the course to edit and then select **Edit** from the toolbar. Only one course may be edited at a time.
4. Select **Competencies** and click **Edit**. The Competency List window will appear.



5. Click **Add**. The Competency window will appear.



6. Type in the new competency's title and description in the proper fields. Only one **Competency** may be added at a time.



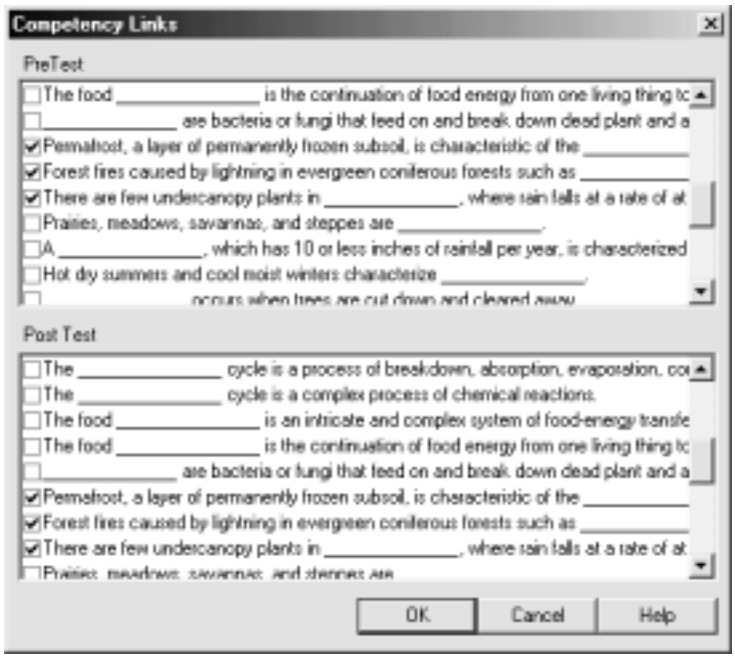
7. Click **OK** to accept the new competency. The Competency List window will reappear with the new competency added.
8. The new competency may be linked now, if desired. Highlight the new **Competency** and click **Link**. Otherwise, click **OK**. The GradePoint Editor window reappears.

9. Click the **OK** button to close GradePoint Editor and return to the Editor window.

Linking Competencies to Questions

Without linkage, a competency means nothing. Instructors would then have no way of tracking if students have actually mastered a topic within *Tech-Lab*. A competency must be linked to at least one test question or related to one pretest and one posttest question.

1. Click on the **Editor** icon from the Main Menu screen. GradePoint Editor will appear.
2. Select **Tech-Lab**, **User-Defined**, or **Evaluation** from the toolbar, depending on which course or evaluation title needs to be edited. Only one course or evaluation can be edited at a time.
3. Select the course to be edited. Click on the **Edit** button. The Edit window will appear.
4. Select **Competencies** from the *Components* field and click the **Edit** button. Linkage may also be altered by selecting the **Test**, **Pretest**, or **Posttest** menu items. A list of competencies (or test questions) will appear.
5. Highlight the competency to be linked. Only one competency may be linked/edited at a time, but it can be linked to any number of test questions within its course or evaluation. If linking via a test list, highlight a question.
6. Click on the **Link** button. A list of test questions will appear (two lists for courses and one list for evaluations). Highlight questions to create linkage. Questions may also be deselected by clicking on them. If linking via a question, a list of competencies to select will appear. Click **OK** when finished.



7. When all changes are finished, click the **OK** button in the GradePoint Edit window. Clicking **Cancel** at this point will negate all changes – linkage and editorial – created in this editing session.

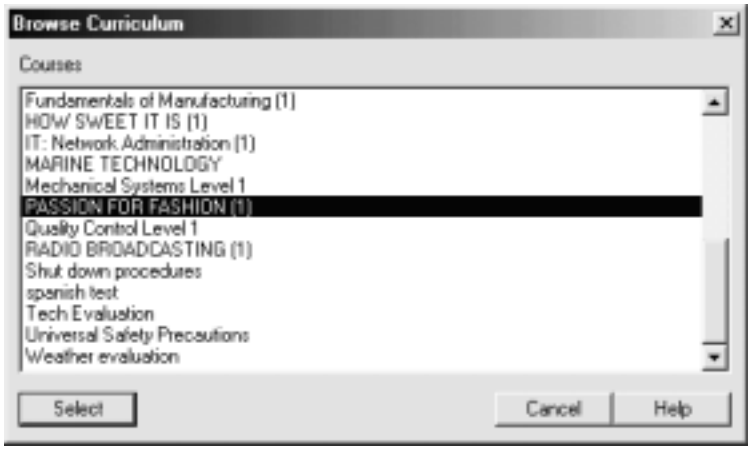
Editing Competencies

The name and description of a competency can be changed without affecting linkage.

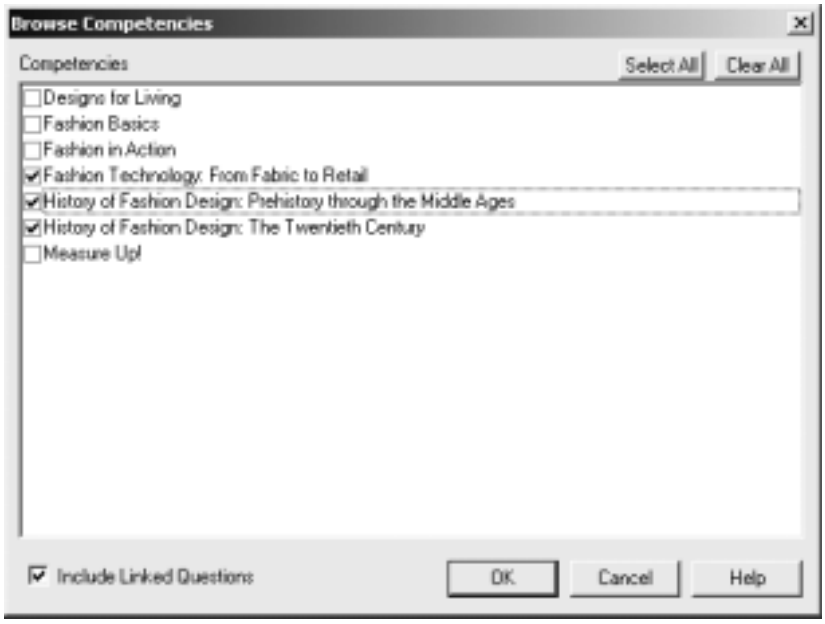
1. Click on the **Editor** button from the Main Menu screen. GradePoint Editor will appear.
2. Click on the **Tech-Lab**, **User-Defined**, or **Evaluation** button, depending on which course or evaluation needs to be edited. Only one course or evaluation can be edited at a time.
3. Select the course to be edited and then click on the **Edit** button. The Edit window will appear.
4. Select **Competencies** from the *Components* field. Linkage may also be altered by clicking **Test**, **Pretest**, or **Posttest**.
5. Click on the **Edit** button. A list of competencies (or test questions) will appear.
6. Select the competency or question that needs editing and click the **Edit** button. Change the title and description by typing over the appropriate fields.
7. Click **OK** when finished.

Browse and Copy Competencies

1. From the *GradePoint 2020* Main Menu screen, click on the **Editor** icon. GradePoint Editor will appear.
2. Click on the appropriate **Tech-Lab**, **User-Defined** or **Evaluation** button so that the course or evaluation title to add a competency to appears in the list below the toolbar.
3. Select the title to edit and then select **Edit** from the toolbar. Only one title may be edited at a time.
4. Select **Competencies** from the *Components* field and click on the **Edit** button. The Competency List window will appear.
5. Click on the **Browse** button. The Browse Curriculum window will appear, containing a list of the curriculum loaded into the *Tech-Lab System*.



6. Choose the title that contains the desired competency by double-clicking it. Only one title may be reviewed at a time. A list of that title's competencies will appear.



7. Select the competency (or competencies) to be imported by using the cursor to place a check in the appropriate box. Use the **Select All** button to copy all the competencies. The competency's linked questions may also be imported at this time by checking the box on the lower left, **Include Linked Questions**. Click the **OK** button when ready to copy.
8. The Competency List window reappears. Link the new competency (or competencies) at this point if desired, by highlighting the new competency and clicking the **Link** button. Otherwise, click **OK**. The GradePoint Edit window reappears.
9. Click the **OK** button to close the window and return to GradePoint Editor.

Rubrics

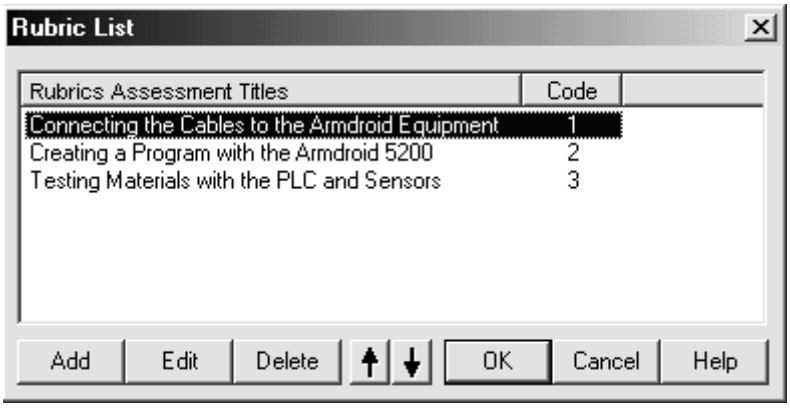
Rubrics appear within select *Tech-Lab* courseware. They are the observational measurements an instructor makes of the students' ability to apply the knowledge gained from that *Tech-Lab* course to the physical world. Rubric assessments affect the workbook portion of the students' lab grades, with each rubric counting as one activity.

Rubrics are the only "activity" that can be edited by an instructor. Editing a rubric does not alter the grades of students who have already been assessed via the rubric feature.

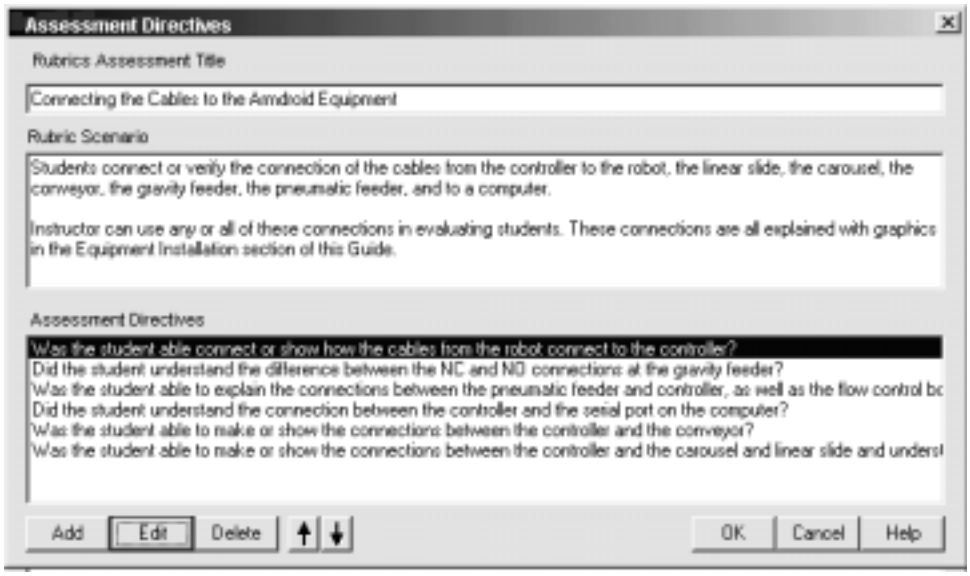
Create and Edit Rubrics

Only some *Tech-Lab* courses contain rubrics. If the *Tech-Lab* title to be edited does not currently have rubrics, it cannot be configured to hold new rubrics. Rubrics may be created in Customized Courseware an instructor creates from the *Tech-Lab* tab.

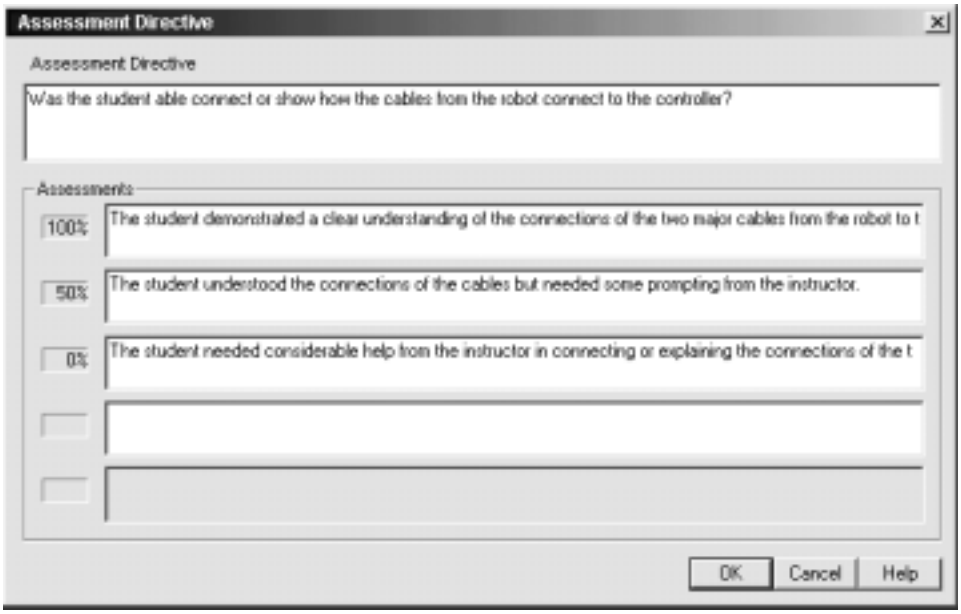
1. From the *GradePoint*'s Main Menu screen, click on the **Editor** icon. The GradePoint Editor will appear.
2. Click on the **Tech-Lab** button in the Editor toolbar. The list of available *Tech-Lab* courses will appear.
3. Select the *Tech-Lab* title to be edited.
4. Click on the **Edit** button. The Edit window will appear.
5. Select **Rubrics** from the *Components* list. Click on the **Edit** button in the Edit window. The Rubric List window will appear.



6. Click on the **Add** button. The Assessment Directives window will appear.
7. Enter the title for the new rubrics in the *Rubrics Assessment Title* text field, no greater than 40 alphanumeric characters.



8. Enter a short description of the task students are to perform; thus demonstrating the knowledge and skills acquired in the *Rubric Scenario* text field. Hard carriage returns are acceptable in this field.
9. Click on the **Add** button in the Assessment Directives window. The Assessment Directive window will appear.

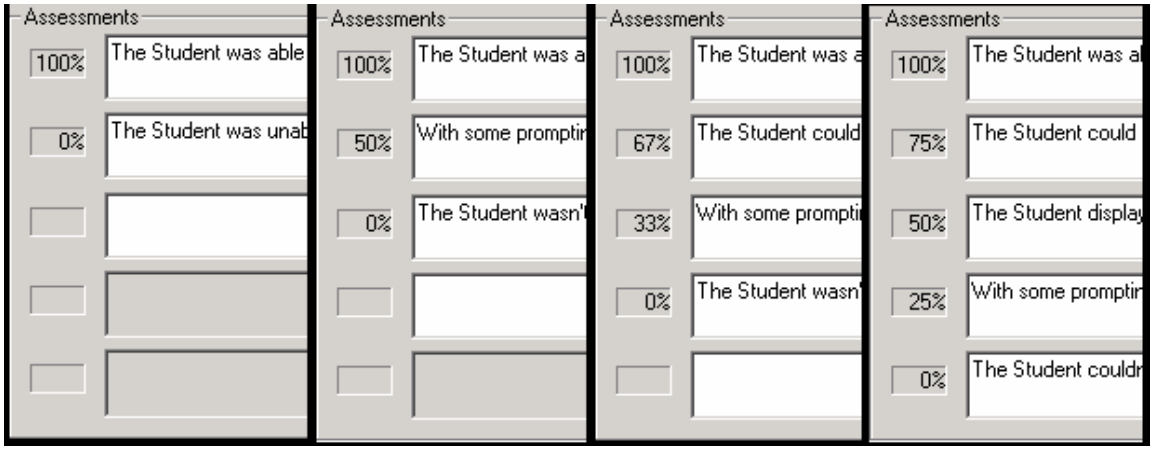


10. Enter the name of the new rubrics directive in the *Assessment Directive* text field.
11. Enter between two to five assessments in the *Assessments* text fields. From the top, enter the assessments in order from the most correct assessment (100%) to the least correct assessment (0%). As each new assessment is added, each assessment will have a gradient score automatically assigned to it. Assessments will display in *Tech-Lab* in the order shown here. Click on the **OK** button when finished.

12. The Assessment Directives window will appear. Another scenario may be added by clicking the **Add** button and repeating steps 10 and 11. Directives may be reordered by selecting a scenario and using the arrow keys to move the scenario up and down in the *Assessment Directives* list. Click on the **OK** button.
13. The Rubrics List window will appear. Repeat steps 5 through 12 until all necessary rubrics have been created. Rubrics may be reordered by selecting a rubric and using the arrow keys to move the rubric up and down in the *Rubrics Assessment* list.
14. Click on the **OK** button to return to the Edit window or click on the **Cancel** button to erase the new rubric.
15. The Edit window will appear. Select another component to edit or click on the **OK** button.

Assessment Scoring

Rubric assessments are automatically assigned values based on the number of available assessments for that directive.



Two Assessments = 100% for the correct response and 0% for the wrong response.

Three = 100% for the best assessment, 50% for the better response, and 0% for the least.

Four = 100% for the best assessment, 67% for the better response, 33% for the good response and 0% for the least correct response.

Five = 100% for the best assessment, 75% for the better response, 50% for the good response, 25% for the response that isn't quite wrong and 0% for the least.

Customized Courseware

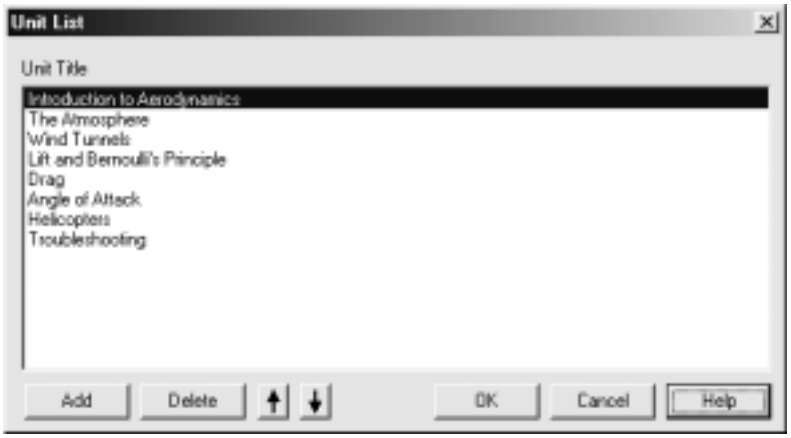
Every *Tech-Lab* course contains interactive content in the form of Units. Units may contain multimedia presentations, activities, diagrams, and/or educational text. Customized *Tech-Lab* courses are created by copying pre-existing *Tech-Lab* multimedia units from other *Tech-Lab* courses.

Unlike user-defined courses, customized *Tech-Lab* courses are grade-weighted based on workbook grades as well as pretests and posttest scores. Instructors who create customized *Tech-Lab* courses will need to create pretests and posttests, as well as competencies and rubrics, as detailed previously in this chapter.

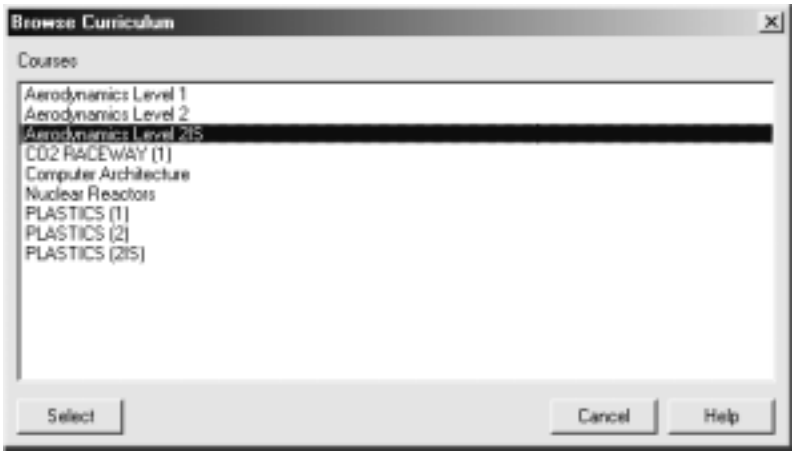
Creating Customized Courses

Units may be added to customized courseware but the contents (unit tests, media, illustrations, etc.) of each unit cannot be altered.

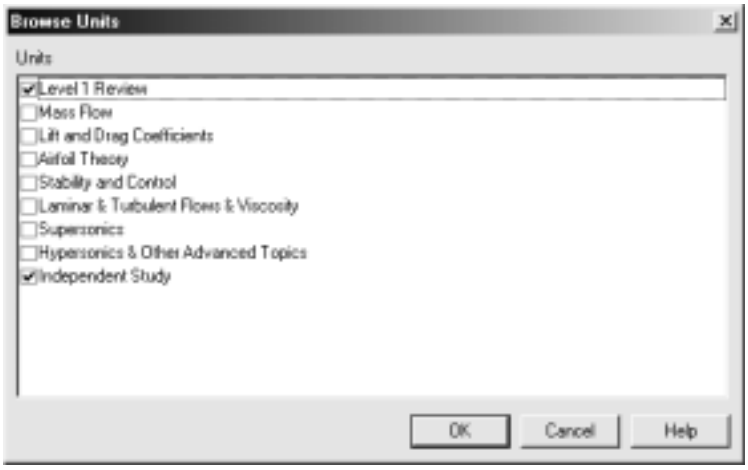
1. From the Editor screen, select **Tech-Lab**.
2. Click on the **Create** button on the toolbar. The Create window will appear.
3. Enter the customized course's title in the text field below *Course Title*. Select **Units** from the *Components* field and click the **Edit** button. The Unit List window will appear.



4. Click on **Add**. The Browse Curriculum window will appear.



5. Highlight a *Tech-Lab* course to copy units from by clicking on its title. Click on the **Select** button. The Browse Units window will appear.



6. With the mouse, place a checkmark next to each unit to be copied to the customized course. Click on the **OK** button. The units are copied to the course as the Unit List window reappears.
7. Repeat steps 4, 5, and 6 until all desired units have been copied to the customized course. Click **OK** to return to the Create window.
8. Select one of the remaining components to edit: **Competencies**, **Test**, **Pretest**, or **Posttest**. Students cannot enter customized courses without a pretest and a posttest.
9. Click on **Edit**. The Edit window will appear for the component selected. **Add** new components or **Browse** to copy components from other courses.
10. Edit as needed. Click on the **OK** button when finished. Repeat steps 8 to 9 as needed. Be sure all competencies are linked to at least one question or competency reports may not accurately reflect student needs.
11. When all changes are finished, click the **OK** button in the Create window. Changes are saved.

User-Defined Courses

User-defined courses are courses created by the technology instructors who use *GradePoint 2020*. Like *Tech-Lab*'s multimedia courses, user-defined courses contain a pretest and a posttest, and may contain competencies. They can be used to create reports. Students are graded in user-defined courses the same way as *Tech-Lab* courses, except with a different *Grade Weight* system.

Unlike *Tech-Lab* or customized courses, user-defined courses cannot contain units, activities, or multimedia files. Instead, they supplement class discussions, filmstrips, reading assignments, and/or other activities.

For example, Mrs. Goldberg decides to create a course about the Internet for her science class. She creates competencies about HTML, e-mail, search engines, browsers, home use, and business use. She also writes three or four multiple-choice questions about each to see how much her students already know about the Internet; this is her pretest. She rephrases these questions for the posttest, perhaps making the questions slightly harder. Mrs. Goldberg then links the competencies to the questions. She does all this in the GradePoint Editor.

After installing the new Internet course onto a *Tech-Lab* workstation, Mrs. Goldberg begins scheduling students to take it in the next rotation. After the workgroup takes the pretest, Mrs. Goldberg leads them in a discussion of the Internet and computers, assigns them a video to watch, and gives them a reading list for this rotation. Near the end of the rotation, the students take their posttests.

Creating User-Defined Courses

Questions and **Answers** can be pre-written in a text program like *Notepad* and then cut-and-pasted into the appropriate text fields. Questions must be in "A, B, C, or D" multiple-choice format.

1. Click on the **Editor** icon on the Main Menu screen. The GradePoint Editor will appear.
2. Click on the **User-Defined** button on the GradePoint Editor toolbar. A list of all user-defined courses created thus far will appear in the pane.
3. Click on the **Create** button. The Create window will appear.
4. Type the new course's name in the *Course Title* field.
5. Begin creating the course components by selecting **Competencies**, **Pretest**, or **Posttest** from the *Components* field.
6. Click the **Edit** button. The Edit window will appear for the component selected.
7. Click on the **Add** button. A blank Edit window will appear.
8. Type or paste question and answer or competency title and description in the appropriate fields. Only one question or competency may be added at a time. You may also import competencies and their linked questions from other courses.
9. Click **OK**. Repeat steps 5 to 9 as needed.
10. Link questions to competencies. Check a selection and then click the **Link** button. If linking competencies, test questions will appear. If linking questions, competencies will appear. Click **OK**. Repeat as needed.
11. When all changes are finished, click the **OK** button in the Edit window. Do not click **Cancel** unless necessary. All changes and additions from this session will be deleted if **Cancel** is clicked.

12. A new course is available through the Configurator immediately, but must be related to a profile before students can enter the course.

Evaluations

Evaluations are tests created by an instructor using *GradePoint 2020*. Like *Tech-Lab*'s courses, evaluations contain competencies based on a test and testing results can appear on reports. Students are graded in evaluations strictly on the basis of one set of test questions. Lab grade weights are not used.

Evaluations do not contain activities, multimedia files, or pretests. They are, in effect, exams students take electronically via their *Tech-Lab* workstations.

Creating Evaluations

Questions and **answers** can be pre-written in a text program like *NotePad* and then cut-and-pasted into the appropriate text fields. Questions must be in a "A, B, C, or D" multiple-choice format.

1. Click on the **Editor** icon from the Main Menu screen. The GradePoint Editor will appear.
2. Select **Evaluation** from the GradePoint Editor toolbar. A list of all evaluations created thus far will appear in the pane.
3. Click on the **Create** button. The Create window will appear.
4. Type the new evaluation's name in the title field.
5. Begin creating the evaluation components by selecting **Competencies** or **Test**.
6. Click **Edit**. The Edit window will appear for the component selected.
7. Click **Add**. A blank Edit Selection window will appear.
8. Type or paste question and answer or competency title and description in the appropriate fields. Only one question or competency may be added at a time. Instructors may also import competencies and their linked questions from other courses or evaluations.
9. Click **OK**. Repeat steps 5 to 9 as needed.
10. Link questions to competencies. Check selection and then click the **Link** button. If linking competencies, test questions will appear. If linking questions, competencies will appear. Click **OK**. Repeat as needed.
11. When all changes are finished, click the **OK** button in the Edit window. Do not click **Cancel** unless necessary. All changes and additions from this session will be deleted if **Cancel** is clicked.

12. Add the new evaluation to the workstation via the Configurator. Select Evaluations as if they were user-defined courses.

GradePoint Editor Reports

From within the Editor screen, the following reports may be generated:

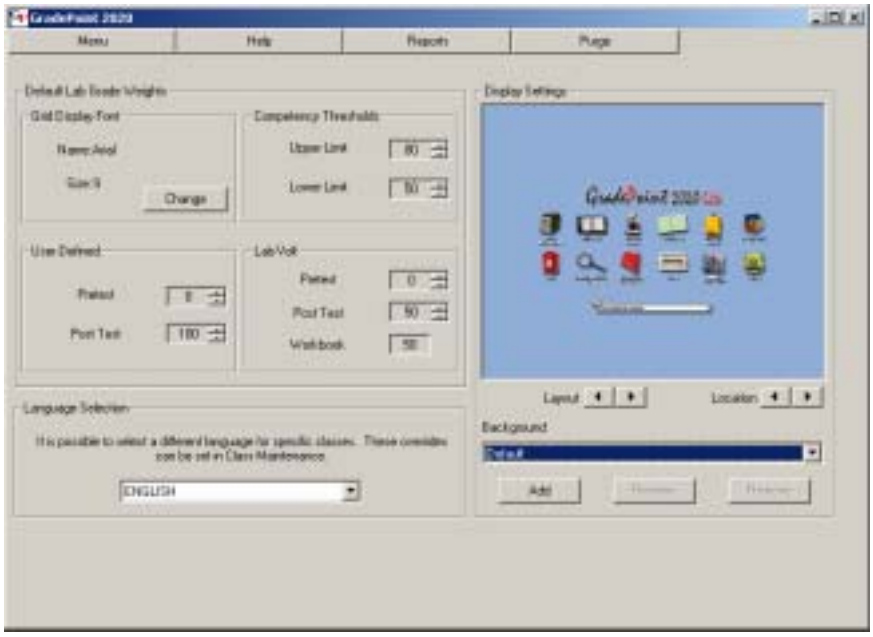
- Competencies by Course
- Competency List
- Questions by Course
- Pretest Questions by Course
- Posttest Questions by Course

Print Editor Reports

1. Select an appropriate class from *GradePoint 2020*'s Main Menu screen **Selected Class** drop-down menu. The class must have the course or evaluation you want to print a report on related to it, or it will not appear as an option.
2. Click on the **Editor** icon. The GradePoint Editor screen will appear.
3. Click on the **Reports** button in the *Editor* toolbar. The Available Reports window appears.
4. Select the report you want to generate. Exclude course related to the selected class by clicking the **Modify** button. Unchecked courses and evaluations will NOT appear in this report. Only courses associated with the class at the top of the screen will appear in the menu. Click **OK**.
5. Click on the **View Report** button. Once the report has been generated, it may be printed or viewed on-screen.
6. **Exit** Report Viewer when you are done. *GradePoint 2020* will remain inactive while any report is open.

MANAGER MAINTENANCE

Manager Maintenance is where the default settings for *GradePoint 2020* can be found. The Manager Maintenance screen is divided into six sections: **the toolbar**, **Default Lab Grade Weights**, **Competency Thresholds**, **Grid Display Font**, **Default Language Setting** and **Display Settings**.



The **Default Lab Grade Weights** section allows instructors to adjust how aspects of modules are computed, thus affecting how students' grades appear in reports and in the *GradeBook* from this instance of *GradePoint 2020*. In lieu of any specific class weights selected, these are the formulations used.

The **Default Competency Thresholds** section sets the benchmarks by which students' competencies are measured. Instructors may also choose to select specific class thresholds for a class.

Grid Display Font is the font used in the grid displays found in *Lab Grades*, *Scheduler*, *Student Watch*, and *GradeBook*.

The **Default Language Setting** section resets the default language of *GradePoint 2020* to **English**, **French**, or **Spanish** when that feature is enabled.

The **Display Settings** section allows users to customize the appearance of *GradePoint 2020* by altering the background of the Security screen and the Main Menu screen, as well as the placement of icons. Using the **Add**, **Rename** and **Remove** buttons, the instructor can import JPEG images for use as background art, change the names that will be seen in the list of art selections, and delete unwanted background art.

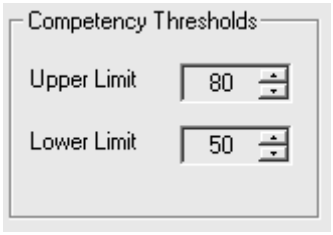
The following functions can be performed from the *Manager Maintenance* toolbar:

- Purge the *GradePoint 2020* database.

- Generate reports.

Competency Thresholds

Competency threshold ratings are used in the Competency Reports. Competency thresholds do not affect grades, but reflect possible opportunities for improvement a student may have. For example, instructors may wish to assign individual reading assignments to students in areas in which they may be deficient.



Once a student begins a pretest, a competency threshold becomes available and will appear on related reports. Until the posttest has actually been completed, the threshold rating will always be "**N**." Once that posttest has been completed, a numerical rating will be determined.

The actual numerical rating will likely vary from competency to competency within that module. Answers from the tests are separated into groups of competencies. The actual score for each competency is compared to the thresholds as set by the Instructor in the **Default Lab Grade Weights** section or in the **Class Lab Grades** as discussed in the Class Maintenance chapter.

If the score is greater than or equal to the upper threshold, the student receives a "3" (mastered). If the score falls between the upper and lower thresholds, that student receives a "2" (requires supervision). If the score is less than the lower threshold, the student receives a "1" (not mastered). Again, until the posttest has been started, a competency threshold rating will not appear. For those students yet to finish a course's posttest, an "N" rating for those related competencies will appear in the reports.

Adjusting the Default Thresholds

Adjusting default settings affects all classes on this instance of *GradePoint 2020* **not** set to *class specific* weights.

1. Click on the **Manager Maintenance** icon from the *GradePoint 2020* Main Menu screen. The Manager Maintenance screen appears.
2. In the **Competency Thresholds** section of the screen, adjust the **Upper** and **Lower Thresholds**. The **upper threshold** will never equal, or be less than, the **lower threshold**. The threshold setting automatically self-corrects.

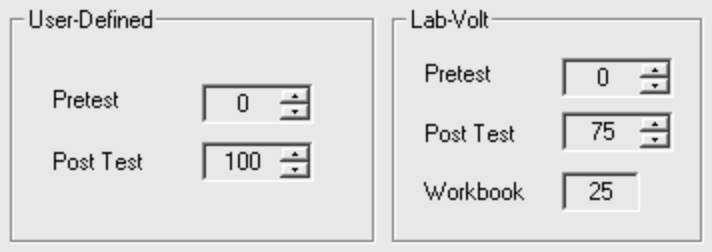
3. To accept the new thresholds, simply return to the Main Menu screen. *GradePoint* will automatically save the data.

Grade Weights

Students' grades are computed based on grade weighting.

A student's lab grade for a *Tech-Lab* or user-defined course is determined from pretest, posttest, and workbook scores, factoring in weighting. This grade weighting function allows the instructor to assign a specific weight to the pretest, posttest, and workbooks from each course. Weight refers to the percentage that specific score goes towards the final grade. User-Defined courses use a grade weighting system involving only pretest and posttest scores.

Unless an instructor chooses **Specific Class Weights** in the Class Maintenance screen, **Default Lab Grade Weights** will be used to compute lab grades.



Adjusting Default Lab Grade Weights

Default lab grade weights are distinct and separate from *GradeBook* **Grade Weights**, which were discussed in the GradeBook chapter.

1. Click on the **Manager Maintenance** icon from the *GradePoint 2020* Main Menu screen. The Manager Maintenance screen appears.
2. Enter weights for the pretest, posttest, and workbooks in the **Lab-Volt** field. Enter weights for the pretest and posttest in the **User-Defined** field. Total weight for each field will always equal 100. The posttest score should always have more weight than any other variable.
3. To accept these new default weights, return to the Main Menu screen. These weights will only affect reports and final lab grades from this machine and only for those classes set for default weights. Default lab grade weights have no effect whatsoever on student records on the *Tech-Lab* network.

GradePoint Optimization

GradePoint 2020's database is distinct from the networked database student records are drawn from. *GradePoint*'s database holds information such as schedules, which students and courses are related to which classes, lab grade weights, and more.

From time to time, this database needs to be optimized to maintain efficiency. Optimizing the database reduces its size and speeds up *GradePoint 2020* functions such as report generation.

This version of *GradePoint 2020* automatically optimizes when needed. This operation may take several minutes, but will greatly improve *GradePoint*'s performance. While the database is being optimized, instructors will not be able to access *GradePoint 2020*.

Selecting **Cancel** will stop the optimization process. However, *GradePoint* will complete optimization of the file that is open to avoid possible corruption caused by improperly closing files. ***Do not*** try to manually end this final process; optimization will halt only when it is safe for it to do so.

Database Purge

The database for *GradePoint 2020* can be reset. Resetting the database purges ALL of *GradePoint*'s current class records, relations, student comments, *GradeBook*, and *Manager Maintenance* settings. It does not erase Student Records or Courses, which are stored on the *Tech-Lab* Server.

Resetting the Database

1. Click on the **Purge** button in the Manager Maintenance toolbar.
2. A Confirmation window appears. Click on the **Yes** button to have the database purged. Otherwise, click on **No**.
3. Once the *GradePoint* database has been reset, the program will automatically close. Upon restarting, the program will re-gather all student records and course information.

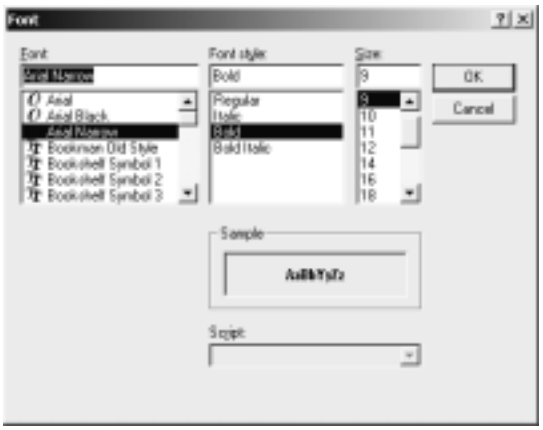
Grid Display Font

The display grids found in *Tech-Lab Grades*, *Scheduler*, and *Student Activity Watch* use the regular *Arial TrueType font* by default. The display font may be changed to any other *TrueType* font the computer has installed for better visibility.

It should be noted, however, that changing the grid display font will not affect how reports are printed and viewed. Reports use the default font for the default printer in order to ensure that they will print properly.

Changing Grid Display Fonts

1. Click on the **Manager Maintenance** icon from the Main Menu screen. The Manager Maintenance screen appears.
2. In the upper left of the screen, the name and size of the currently used grid display font will be listed. To select another font or to change its size, click on the **Change** button. The Font window appears.



3. Select the *TrueType* font from the font menu. Instructors may also select a new size or style from the other lists displayed. A sample of the font selected will appear in the sample box.
4. Click on the **OK** button. Clicking on the **Cancel** button at this point will revert the font back to what it was before the Font window was opened.

Language Selection

In order to reach as many students and instructors as possible, *GradePoint 2020* is being internationalized. Classes may now be set either to the default language or to one of the available languages via the Class Maintenance's **Class Weights** function. Classes set to **Default** will display all options and buttons in whatever the *GradePoint*'s default language is.

Setting the Default Language

Currently, the **default language** setting is locked to **English**. In the future, the procedure for changing the default language will be as follows:

1. Click on the **Manager Maintenance** icon. The Manager Maintenance screen will appear.
2. Select the desired default language from the **Current Default Language** drop-down menu in the **Language Selection** portion of the Manager Maintenance screen.
3. Click on the **Menu** button to accept the new default language.

Note: Language Selection does not alter or translate courses, evaluations, assignments, Student Journals or student comments. Language selections for *Tech-Lab* workstations can be made via the Configurator.

The Appearance of GradePoint 2020

The **Display Settings** section of Manager Maintenance allows users to customize the appearance of GradePoint 2020 with a selection of various backgrounds for the Security and Main Menu screens. Icon placement on the Main Menu screen can also be rearranged from this control panel as well, by manipulating the Layout and Location controls.

Changing the Background

The background for the Security screen will always be the same as the background for the Main Menu screen.

1. Select the **Manager Maintenance** icon on the Main Menu screen. The Manager Maintenance screen will appear.
2. In the **Display Settings** section, select an image from the **Background** drop-down menu. A thumbnail of that image will appear in the **Preview** pane.
3. Select an arrangement of icons by using the **Layout** spin controls to cycle through the available icon layouts. The **Preview** pane will reflect each choice.
4. Select a screen position for the icon grouping by using the **Location** spin controls to cycle through the available positions available to the selected layout. Some layouts will only have one available position. The preview pane will reflect each available choice.
5. Click on the **Menu** button to leave the Manager Maintenance screen. The Main Menu screen will now reflect the design as displayed in the preview pane.

Manager Maintenance Report

From within the Manager Maintenance screen, the following reports may be generated:

- Student Roster

Generate the Student Roster

1. Select a class from *GradePoint 2020*'s Main Menu screen's **Selected Class** drop-down menu.
2. Select the **Manager Maintenance** icon. The Manager Maintenance screen will appear.
3. Click on the **Reports** button in the Manager Maintenance toolbar. The Available Reports window appears.
4. Select **Student Roster**. Exclude students related to the selected class by clicking on the **Modify** button. Unchecked students will not appear in this report. Click on **OK**.
5. Click on the **View Report** button. The Student Roster screen appears. Once the report has been generated, it may be printed or viewed on-screen.
6. **Exit** the roster when you are done. *GradePoint 2020* will remain inactive while any report is open.

For more information on the Student Roster, please see the next chapter of this manual.

GRADEPOINT 2020 REPORTS

Generating a report with *GradePoint 2020* is an easy operation. Reports are based on different combinations of the following possible selections: assignments, student, course, evaluation, or competency.

Once generated, a report can be printed or faxed easily, assuming the abilities are present on the PC used.

Report Types

- **Competency**

All Competency Reports show the level of performance the students are operating at, rather than grades.

- Competencies by Course
- Competency Gains by Course
- Competencies by Student
- Competency Gains by Student

- **GradeBook**

All GradeBook Reports show the grades and averages of students as tracked within GradeBook.

- Assignment Grades by Assignment
- Assignment Grades by Student
- Sheet Grades
- Sheet Grades Detailed

- **History**

History Reports are a subset of Administrative Reports, which show the students' experience within *Tech-Lab*.

- Schedule History
- Last Locked Rotation
- Student Answers
- Course History by Course

- Course History by Student

- **Indices**

Index Reports are a subset of Administrative Reports, which refer to various compilations of data.

- Questions by Course
- Competency List
- Assignment List
- Grade Type List
- Student Roster

- **Lab Grades**

All Lab Grades Reports show the results of various tests, activities, and evaluations used within the *Tech-Lab* environment.

- Grades by Courses
- Grades by Student
- Evaluation Grades by Evaluation
- Evaluation Grades by Student
- Workbook Grades by Student
- Workbook Grades by Student (show all)
- Workbook Grades by Course
- Workbook Grades by Course (show all)
- Grades Detailed by Course
- Grades Detailed by Students

Viewing Reports

Reports are created by first selecting the class you are interested in and then selecting the segment of *GradePoint 2020* that the desired report relates to.

Once selected, a list of available reports appears. Each screen has a different set of available reports. Some reports, such as the Student Roster, are available to more than one screen.

Scheduler • Last Locked Rotation • Course History by Course • Course History by Student • Schedule History • Student Roster	***GradePoint Editor*** • Competencies by Course • Competency List • Questions by Course • Pretest Questions by Course • Posttest Questions by Course
Tech-Lab Grades • Competencies by Course • Competencies by Student • Competency Gains by Student • Competency Gains by Course • Evaluation Grades by Student • Evaluation Grades by Evaluation • Grades by Course • Grades by Student • Grades Detailed by Course • Grades Detailed by Student • Student Answers • Workbook Grades by Course • Workbook Grades by Course (Show All) • Workbook Grades by Student • Workbook Grades by Student (Show All)	***GradeBook*** • Assignment Grades by Assignment • Assignment Grades by Student • Assignment List • Grade Type List • Sheet Grades by Student • Sheet Grades Detailed by Student • Student Roster ***Class and Manager Maintenance*** • Student Roster

Only one report may be selected to view at a time. The appearance of each report may be modified by excluding students and curriculum via the **Modify** button (by default, all students and curriculum related to the pre-selected class are included in reports).

= PRINT the entire report.

= PRINT page displayed.

= ZOOM IN.

= ZOOM OUT.

= DISPLAY the first page.

= DISPLAY the previous page.

= DISPLAY the next page.

= DISPLAY the final page.

= PAUSE pagination of the report.

= CLOSE the report and return to the Reports window.

The report will appear on the monitor. Very long reports will paginate as the report compiles. Review or print the report via the navigation buttons at the top of the Report Viewer. The report must be closed before returning to other *GradePoint* features.

Administrative Reports

The Administrative reports can be easily divided into two types: History and Index.

The History reports consist of Schedule History, Last Locked Rotation, Student Answers, Course History by Course, and Course History by Student. These reports show the students' experience within *Tech-Lab* during the current marking period.

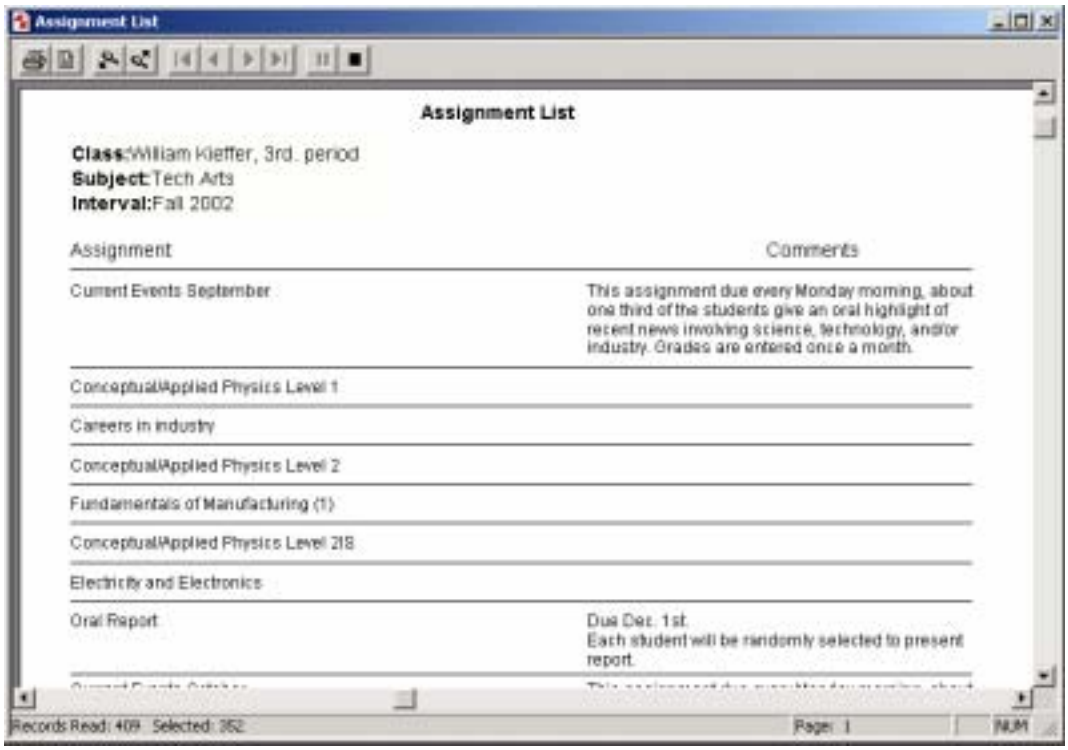
The Index reports consist of Questions by Course, Competency List, Assignment List, Grade Type List, and the Student Roster. With the exception of the Assignment List, these reports are the least likely to change during the course of a school year, although they may.

Note: For obvious reasons, extreme care should be taken with the Student Roster, Student Answers, and the Questions by Course reports. Ideally, these reports should not be printed unless absolutely necessary. If these reports are printed, they should be shredded or disposed of properly.

Assignment List Report

The Assignment List contains a list of assignments from the active GradeBook sheet.

Assignments are listed in the same order they appear in the active GradeBook sheet. In addition to listing all assignments, there is a field for comments from instructors for each assignment.



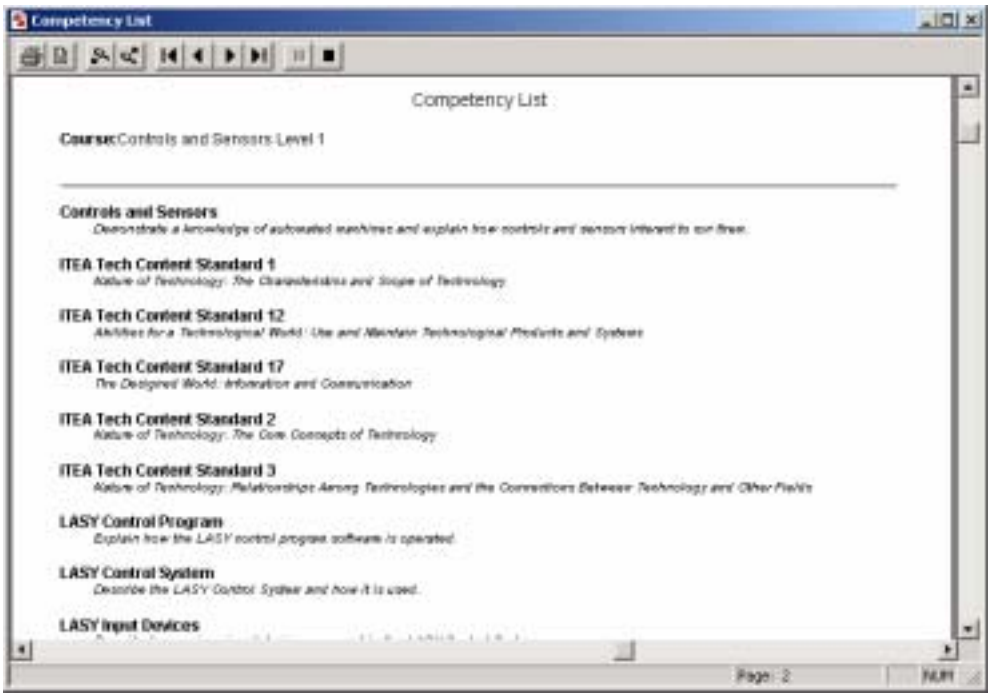
1. Select the class you wish to generate a report on from the Main Menu **Selected Class** drop-down list.
2. Click on the **GradeBook** icon. The GradeBook screen will appear.
3. Select the desired grade sheet if that sheet is not currently displayed by clicking on the **Select Sheet** button in the toolbar. The Create/Select Sheet window appears. Select the desired **Interval** and **Subject** from the appropriate drop-down lists. Click **Select Sheet** and that sheet will appear.
4. Select **Reports** from the toolbar. The Reports window appears.
5. Select **Assignment List** by double-clicking on it OR by clicking the **Assignment List** once and then pressing the **View Report** button. This report may be altered by selecting **Modify** and deselecting assignments. Modifying students will not impact the report as students do not appear in this report.
6. After the Assignment List is created, it is displayed on your screen. Use the various function buttons to navigate through the report or to print it.

7. Click on the **Close** button when finished. Access to *GradePoint 2020* is restricted until this window is closed.

Competency List

The Competency List displays a list of competencies based on courses selected. Each competency is displayed with its description.

This list is sorted by course. For example, if you select two different module titles, the competencies for the first title will be displayed before the competencies for the second module. Course titles are conveniently displayed at the top of each page and page breaks always occur at the start of a new course.



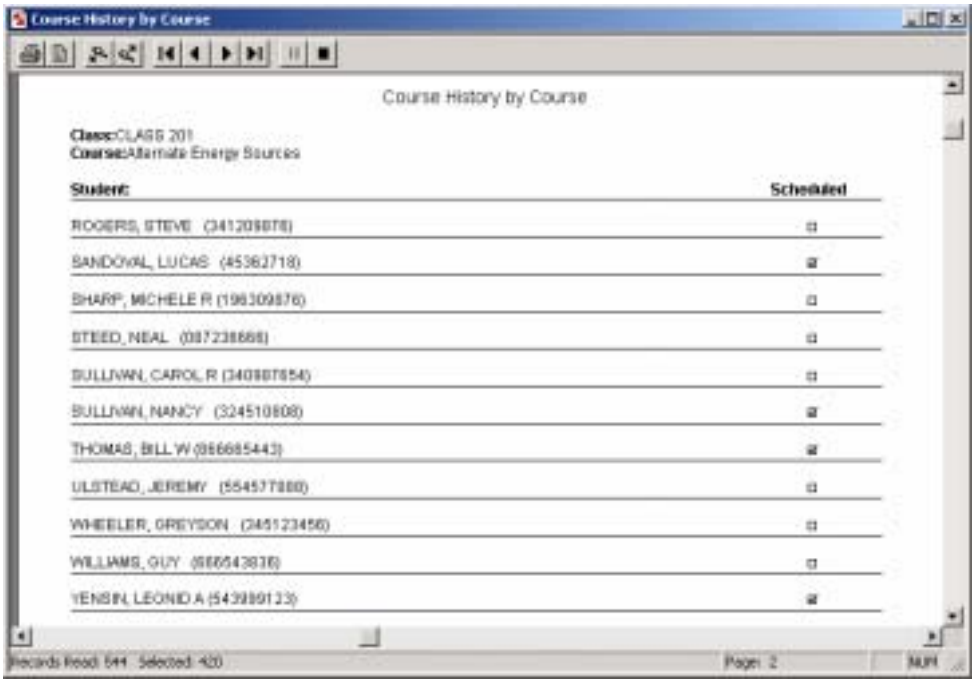
1. Select any class that has been related to the desired course(s) from the **Selected Class** drop-down menu.
2. Click on the **Editor** icon from the Main Menu. The *GradePoint* Editor will appear.
3. Click on the **Reports** button in the GradePoint Editor window. The Available Reports window appears.
4. Select **Competency List**. By default, all courses related to the selected class are included in this report. Exclude courses by clicking the **Modify** button. Unchecked courses and evaluations will NOT appear in this report. Click **OK**.
5. Click on the **View Report** button. The report viewer appears. Use the various function buttons to navigate through the list or to print it.

6. Click on the **Close** button when finished. Access to *GradePoint* is blocked until this list is closed.

Course History by Course Report

The Course History by Course report lists modules for which selected students have been scheduled. A checkmark appears next to the courses that have been scheduled. This report is sorted by course.

Evaluations are excluded from this report, as they cannot be scheduled for a rotation.

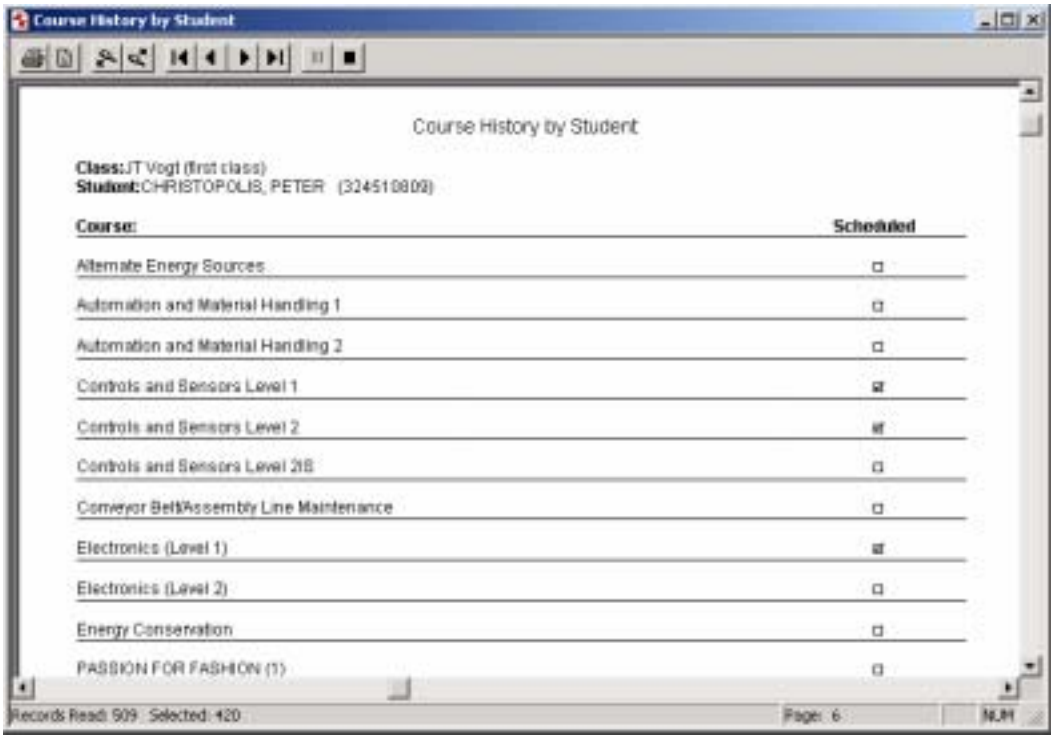


1. Select a class to generate a report on from the *GradePoint 2020* Main Menu screen's **Selected Class** drop-down menu.
2. Click on the **Scheduler** icon. The Scheduler screen will appear.
3. Select **Reports** from the toolbar. The Reports window appears.
4. Select **Course History by Course**. Modify the report at this time by clicking on the **Modify** button and deselecting unwanted courses and students. Unchecked items will not appear in the report. Evaluations will not appear in the report, even if checked.
5. Click on the **View Report** button. The report viewer appears displaying the Course History by Course report. Use the various function buttons to navigate through the report or to print it.
6. Click on the **Close** button when finished. Access to *GradePoint* is restricted until this window is closed.

Course History by Student Report

The Course History by Student report lists courses for which selected students have been scheduled. A checkmark appears next to the courses that have been scheduled.

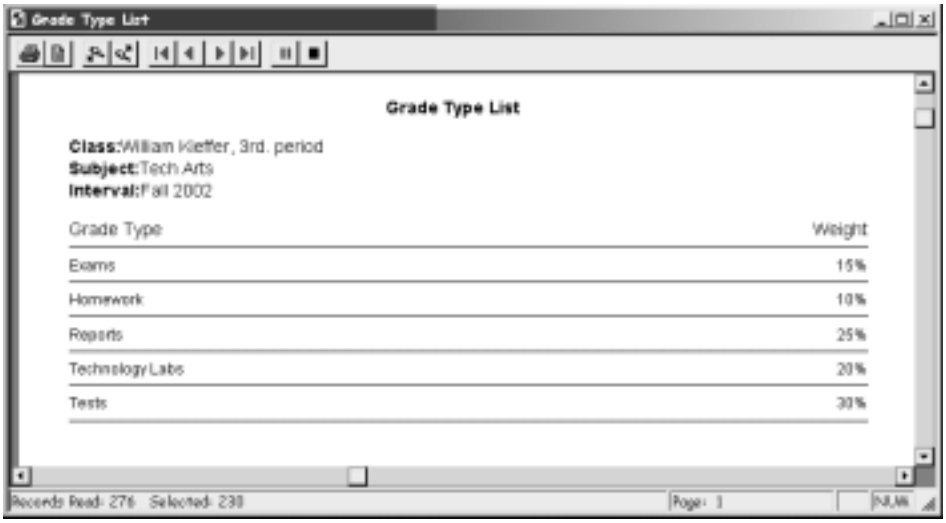
This report is sorted by students in alphabetical order. A page break occurs at the end of each student.



1. Select the class to generate a report on from the *GradePoint 2020* Main Menu **Selected Class** drop-down list.
2. Click on the **Scheduler** button. The Scheduler screen will appear.
3. Select **Reports** from the toolbar. The Reports window appears.
4. Select **Course History by Student**. Modify the report at this time by clicking on the **Modify** button and deselecting unwanted students. Unchecked students will not appear in the report. Courses may not be excluded from this report, even if unchecked. Evaluations, which cannot be scheduled for rotations, never appear in this report, even if selected. Click **OK**.
5. Click the **View Report** button. The Report Viewer appears. Use the various function buttons to navigate through the report or to print it.
6. Click on the **Close** button when finished. Access to *GradePoint* is blocked until this window is closed.

Grade Type List Report

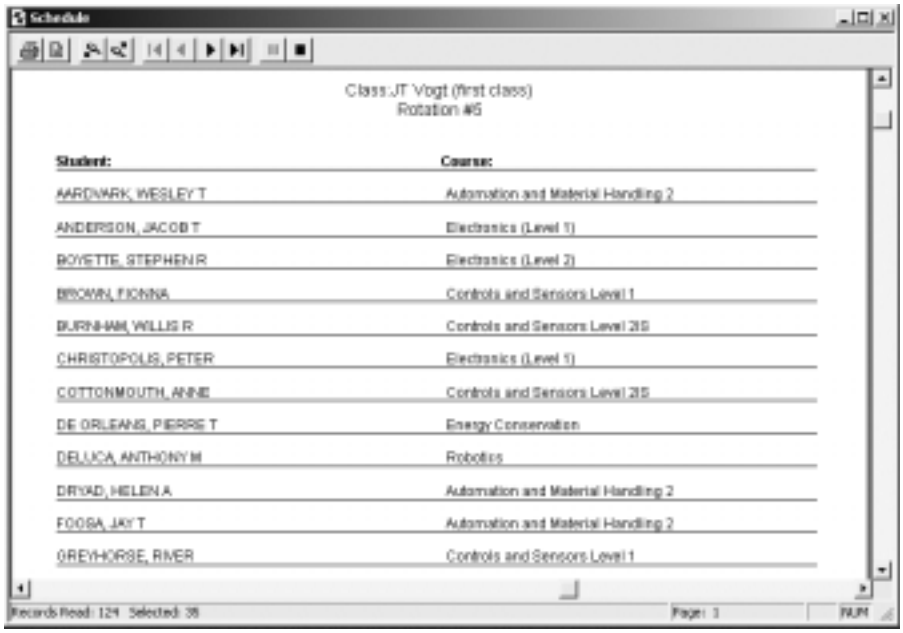
The Grade Type List contains a list of grade types from the active GradeBook sheet. In addition to listing all grade types, the report lists the weight for each grade type.



1. Select the class you wish to generate a report on from the Main Menu **Selected Class** drop-down list.
2. Click on the **GradeBook** icon. The GradeBook screen will appear.
3. Click on the **Select Sheet** button from the GradeBook toolbar. The Create/Select Sheet window will appear. Select the **Interval** and **Subject** for the desired sheet.
4. Select **Reports** from the toolbar. The Reports window appears.
5. Select **Assignment List** by double-clicking on it OR by clicking the **Assignment History** once and then pressing the **View Report** button. This report may be altered by selecting **Modify** and deselecting students. Assignments may not be modified, even if unchecked.
6. After the Assignment List is created, it is displayed on the screen. Use the various function buttons to navigate through the report or to print it.
7. Click on the **Close** button when finished. Access to *GradePoint 2020* is restricted until this window is closed.

Last Locked Rotation

The Last Locked Rotation report contains the last locked rotation, which is usually the highest numbered rotation for the selected class. This report is especially helpful for posting at the beginning at each rotation.



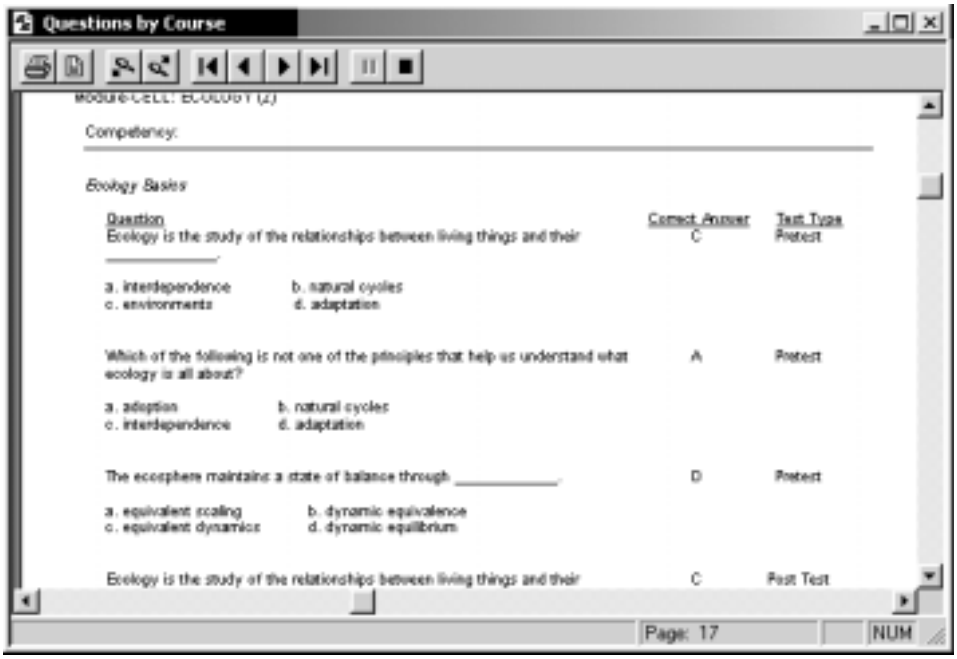
1. From the Scheduler, create a rotation and click on the **Lock Rotation** button. A dialogue window will appear with four buttons to choose from: **Cancel**, **Lock this Rotation**, **Lock and Print Rotation,** and **Help**.
2. Click on the **Lock and Print** button. The Report Viewer will appear, displaying which courses students are scheduled to take that rotation. Use the various function buttons to navigate through the report or to print it.
3. Click **Close** to exit. *GradePoint 2020* will remain inactive while any report is open.

OR

1. From the Scheduler toolbar, click on the **Reports** button. The Reports window appears.
2. Select **Last Locked Rotation**.
3. Select **View Report**. The Report Viewer will appear, displaying which courses students are scheduled to take that rotation. Use the various function buttons to navigate through the report or to print it.
4. Click **Close** to Exit. *GradePoint 2020* will remain inactive while any report is open.

Questions by Course Report

The Questions by Course report contains a complete list of questions of selected courses and evaluations. The correct answer for each question is also listed, effectively making this report an answer key for any *Tech-Lab* course or evaluation.



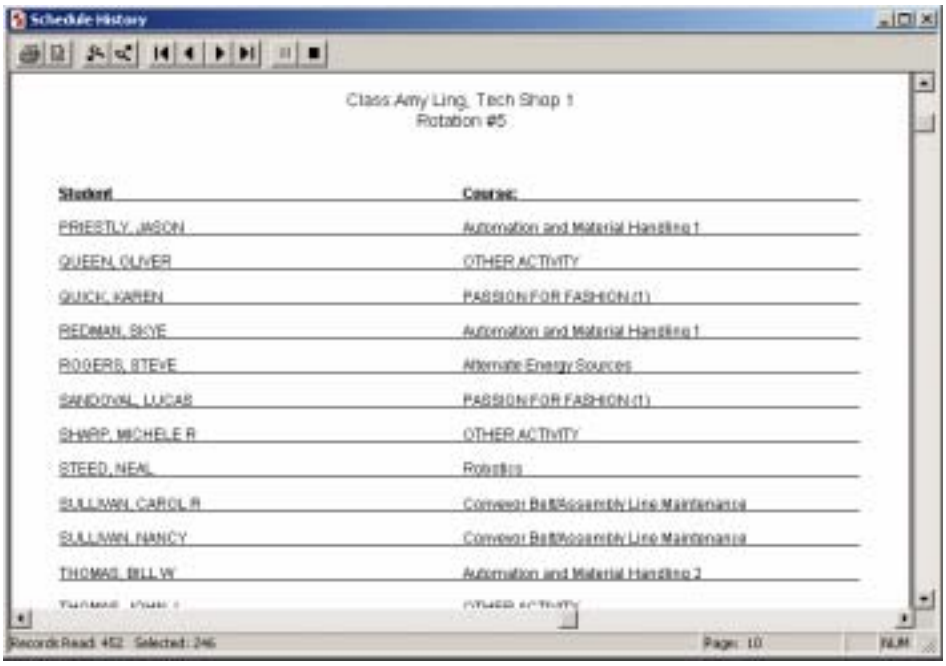
Note: For obvious reasons, extreme care should be taken with Questions By Course reports. Ideally, this report should not be printed until necessary. If this report is printed, it should be shredded or disposed of properly, after it has been reviewed by concerned parties. Students should not see this report.

1. Select class from *GradePoint 2020*'s Main Menu screen via the **Selected Class** drop-down menu.
2. Click on the **Editor** icon. The *GradePoint* Editor will appear.
3. Click on the **Reports** button in the *GradePoint* Editor toolbar. The Available Reports window appears.
4. Select **Questions by Course**. Exclude courses related to the selected class by clicking the **Modify** button. Unchecked courses will NOT appear in this report. Click on **OK**.
5. Click on the **View Report** button. The Questions by Course report will appear. Once the report has been generated, it may be printed or viewed online.
6. **Exit** report viewer when done. *GradePoint 2020* will remain inactive while any report is open.

Schedule History

The Schedule History report displays a list of students and the title of the course for which they have been scheduled. It does not indicate results or even which tests were taken or when. It is most often used in conjunction with the *Scheduler*.

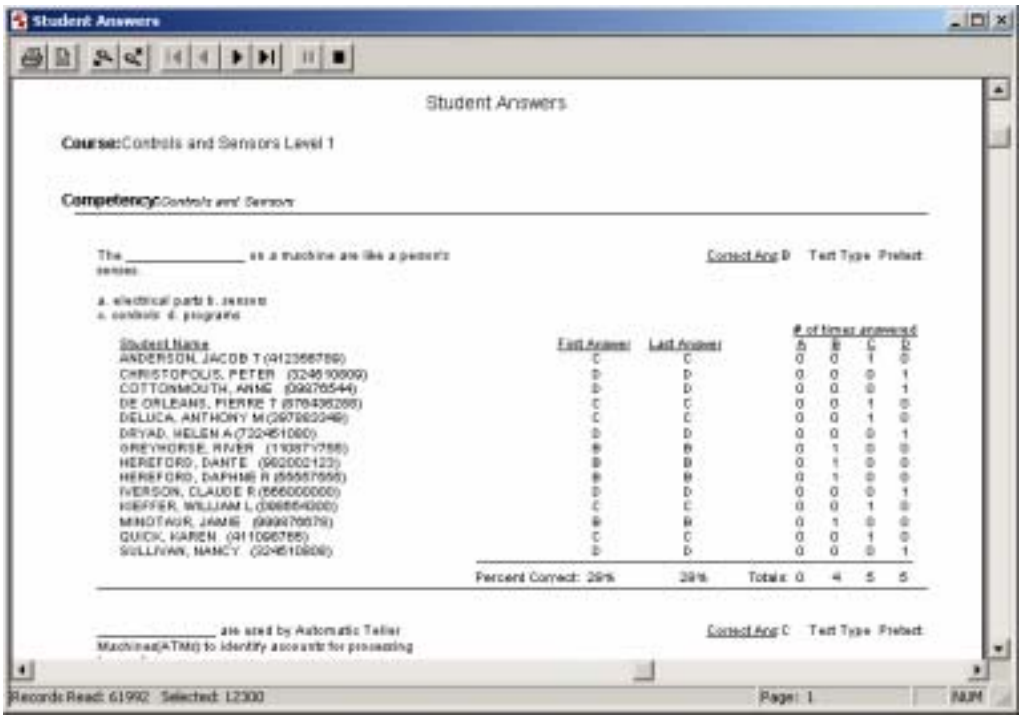
This report is sorted by rotation. Page breaks always occur at the start of a new rotation.



1. Select the class you wish to generate a report on from the Main Menu **Selected Class** drop-down list.
2. Click on the **Scheduler** icon. The Scheduler screen will appear.
3. Select **Reports** from the toolbar. The Reports window appears.
4. Select **Schedule History** by double-clicking on it OR by clicking **Schedule History** once and then pressing the **View Report** button. Selecting **Modify** and deselecting students can alter this report. Courses may not be excluded from this report, even if unchecked.
5. After the Schedule History is created, it is displayed in the report viewer. Use the various function buttons to navigate through the report or to print it.
6. Click on the **Close** button when finished. The user will be unable to access *GradePoint 2020* until this window is closed.

Student Answers Report

The Student Answers report lists the answers given by students when tested by the *Tech-Lab System*. It also lists the correct answer for each question asked in each online test.



Note: Extreme care should be taken with the Student Answers report. Ideally, this report should not be printed unless deemed necessary. A student could use this report as an "answer key." If this report is printed, it should be shredded or disposed of properly when finished.

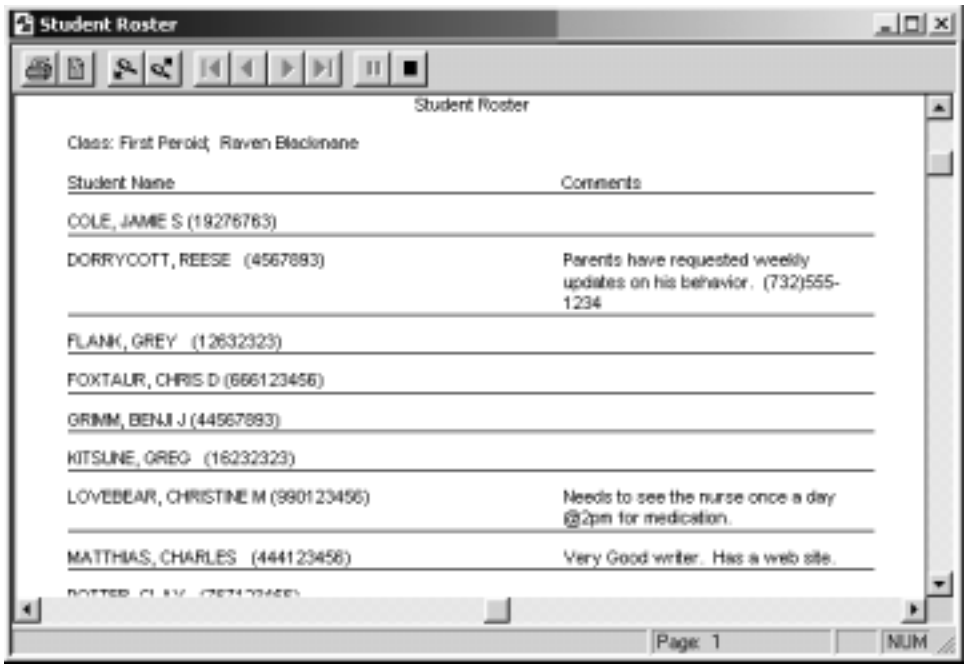
1. Select the class for report generation from the Main Menu's **Selected Class** drop-down list.
2. Click on the **Tech-Lab Grades** icon. The Lab Grades screen will appear.
3. Click on the **Reports** button from the toolbar. The Reports window appears.
4. Select **Student Answers** by double-clicking on it OR by clicking **Student Answers** once and then clicking the **View Report** button. The Student Answers generation process may take a while as student files grow in size and number over time. For just the answer key for a course, consider Questions by Courses report instead.
5. After the report is created, it is displayed in the report viewer. Use the various function buttons to navigate through or to print the report.
6. Click on the **Close** button when you are finished. Access to *GradePoint 2020* is restricted until this window is closed.

Student Roster

The Student Roster contains a list of students from the selected class.

In addition to containing the students' names, there is a field for comments from instructors for each student. To promote communication between instructors, the comment field is shared between classes in this instance of *GradePoint 2020*.

For instance, should the first period instructor enter a comment about a student, the seventh period instructor sharing this machine would have access to the comment. As explained earlier in the manual, each instance of *GradePoint* is unique. An instructor reading a Student Roster on another machine, for example, would not see the same student comments, even if the students are exactly the same.



Note: For obvious reasons, extreme care should be taken with the Student Roster. Ideally, the roster should not be printed unless absolutely necessary, as it may contain sensitive information. If this report is printed, it should be shredded, disposed of properly, or filed in a locked drawer when finished.

Comments are created and edited from the Class Maintenance screen only. They can also be removed entirely by purging the system (Read the section, Restoring the Database, carefully before doing a purge.).

1. Select class from Main Menu screen's **Selected Class** drop-down menu.
2. Click on the **Class Maintenance** icon from the Main Menu screen. The Class Maintenance screen will appear.
3. Click the **Reports** button in the Class Maintenance toolbar. The Available Reports window appears.
4. Select **Student Roster**. Exclude students by clicking the **Modify** button. Unchecked students will NOT appear in this report. Click **OK**.
5. Click on the **View Report** button. The Student Roster will appear. Once the report has been generated, it may be printed or viewed online.
6. **Exit** Roster when you are done. *GradePoint 2020* will remain inactive while any report is open.

The Student Roster can also be accessed from Manager Maintenance, GradeBook, and the Scheduler.

Competency Reports

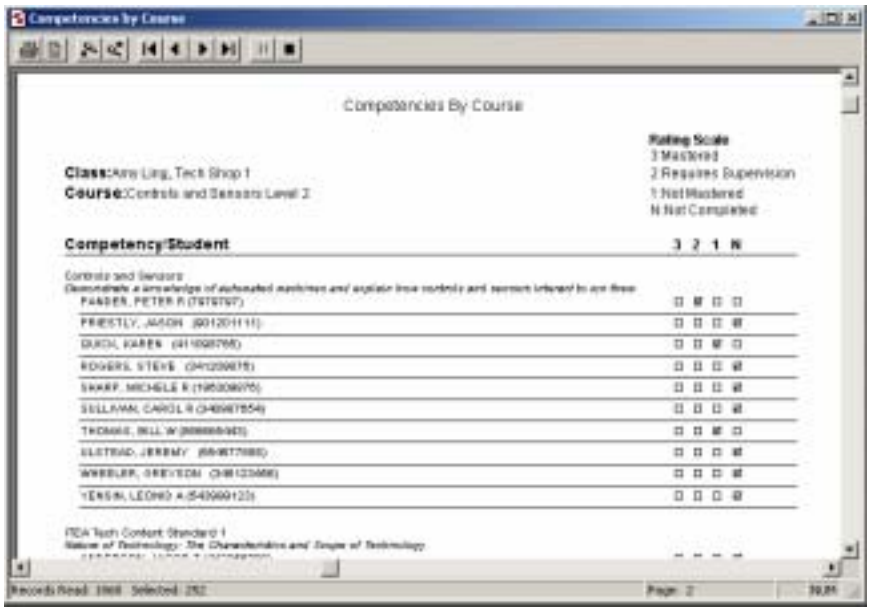
There are four types of Competency reports: Competencies by Course, Competency Gains by Course, Competencies by Student, and Competency Gains by Student. These reports show which courses and evaluations the students are taking, have taken, or are scheduled to take, and vice versa for the selected class.

All Competency reports show the level of performance the students are operating at, rather than grades. Each competency report displays student threshold ratings (3, 2, 1, or N) for each competency title selected for the report. The threshold ratings indicate the amount of skill each student has achieved. The higher the rating, the less attention needed.

Competencies by Course

The Competency by Course report displays student threshold ratings (3, 2, 1, or N) for each competency title selected. This report is designed to show the student's or students' performance level ("3" being the highest and "1" being the lowest. "N" means "not completed."). The lower the performance level, the greater the attention that student needs.

This report is sorted by course. Page breaks always occur at the start of a new course or evaluation listing.



1. From the *GradePoint 2020* Main Menu screen, select the class to create the competency report for using the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Lab Grades screen appears.
3. From the Lab Grades toolbar, click on the **Reports** button. The Reports window appears.
4. Select **Competencies by Course** by double-clicking on it. If modifying the selection pool, first click on the report once and then click the **Modify** to edit the students and courses to be considered for the report. Click **OK**.
5. Click on the **View Report** button. The Report viewer will appear. Use the various function buttons to navigate through the report or to print it.
6. Click **Close** to exit. *GradePoint 2020* will remain inactive while any report is open.

Competencies by Student

The Competencies by Student report displays the student threshold ratings (3, 2, 1, or N) for each competency title selected. This report is designed to show the student's or students' performance level ("3" being the highest and "1" being the lowest. "N" means "not completed."). The lower the performance level, the greater the attention that student needs.

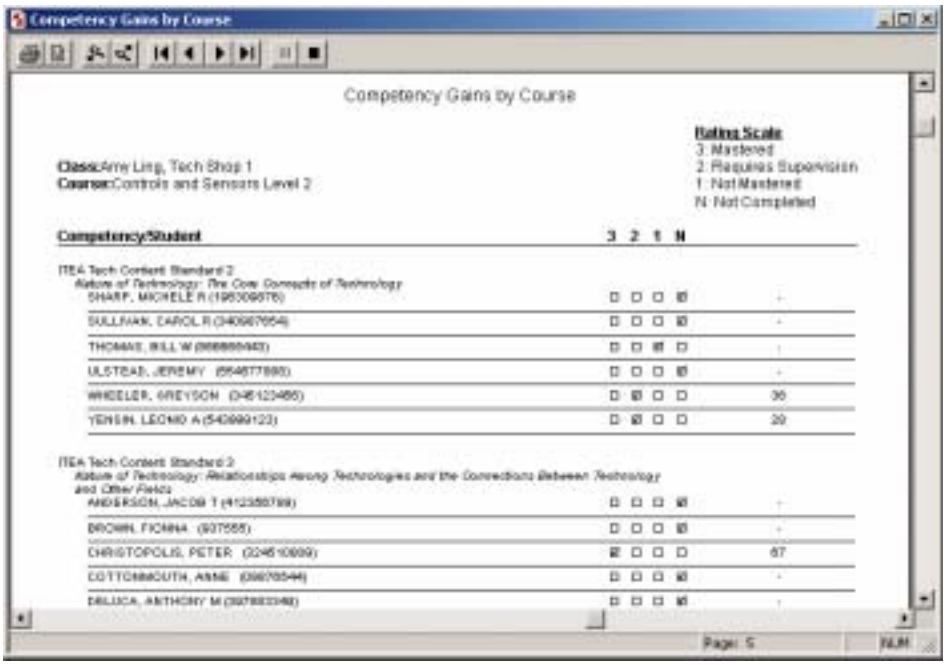
These reports are sorted by student. Class codes and student names are conveniently displayed at the top of each page. Page breaks always occur at the start of a new student listing.

1. In the *GradePoint 2020* Main Menu, select the class to base the report on from the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Tech-Lab Grades screen appears.
3. From the Tech-Lab Grades toolbar, click on the **Reports** button. The Reports window appears.
4. Select Competencies by Student by double-clicking on it. Modifications to the selection pool require the user to instead first click on the report once and then click **Modify** to edit the students and courses to be considered for the report.
5. Click on the **View Report** button. The Report viewer will appear. Use the various function buttons to navigate through the report or to print it.
6. Click **Close** to exit. *GradePoint 2020* will remain inactive while any report is open.

Competency Gains by Course

The Competency Gains by Course report displays the amount of gain between the student's pretest and posttest grades. It is not the percentage of gain but the difference between the grades expressed as a percent related to specific competencies. If a student's pretest grade is greater than or equal to that student's posttest grade, no amount of gain is displayed. The student threshold ratings (3, 2, 1, or N) for each competency selected and the competencies are displayed.

This report is sorted by course. Page breaks always occur at the start of a new course or evaluation listing.



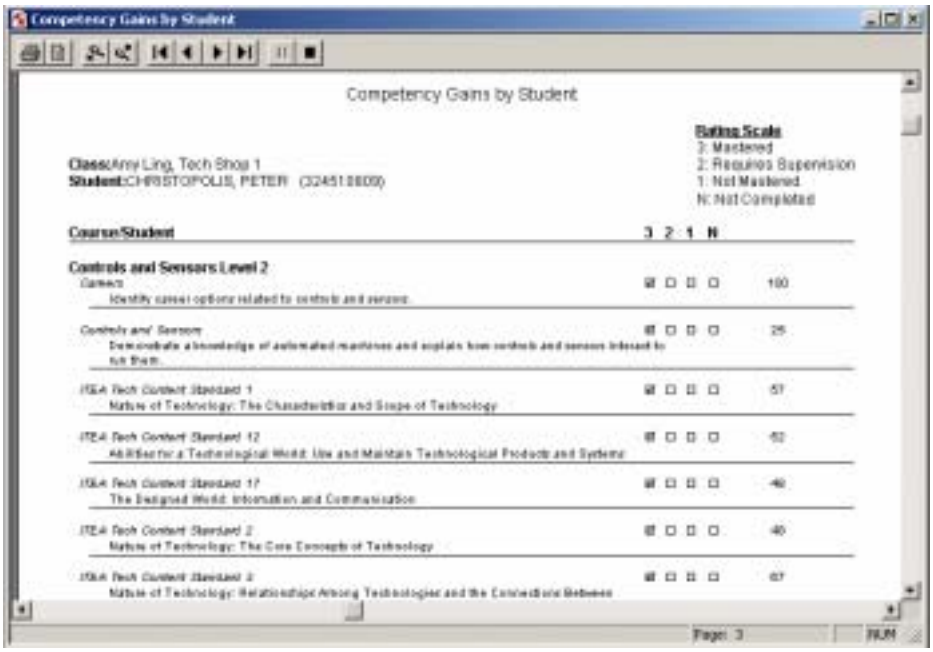
1. From the *GradePoint 2020* Main Menu screen, select the class to base this report on from the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Lab Grades screen appears.
3. From the Tech-Lab Grades toolbar, click on the **Reports** button. The Reports window appears.
4. Select **Competency Gains by Course** by double-clicking on it. If modifying the selection pool, first click on the report once and then click **Modify** to edit the students and courses to be considered for the report. Click **OK**.
5. Click on the **View Report** button. The Report viewer will appear. Use the various function buttons to navigate through the report or to print it.
6. Click **Close** to exit. *GradePoint 2020* will remain inactive while any report is open.

Competency Gains by Student

The Competency Gains by Student report displays the amount of gain between the student's pretest and posttest grades. It is not the percentage of gain but the difference between the two scores expressed as a percent. If a student's pretest score for a given competency is greater than or equal to that student's posttest grade, no amount of gain is displayed. The student threshold ratings and the competencies for each title selected are displayed in this report.

Evaluations, which do not have a second test to compare scores to, are automatically excluded, even if selected during the modification process.

This report is sorted by student. The class title and student names are conveniently displayed at the top of each page. Page breaks always occur at the start of a new student listing.



1. From the *GradePoint 2020* Main Menu screen, select a class from the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Lab Grades screen appears.
3. From the Lab Grades toolbar, click on the *Reports* button. The Reports window appears.
4. Select **Competency Gains by Student** by double-clicking on it. To create a report with a limited selection pool, instead click on the report once and then click the **Modify** button, instead, to edit the students and courses to be considered for the report.

5. Click on the **View Report** button. The Report viewer will appear. Use the various function buttons to navigate through the report or to print it.
6. Click on the **Close** button. *GradePoint 2020* will remain inactive while any report is open.

Grade Book Reports

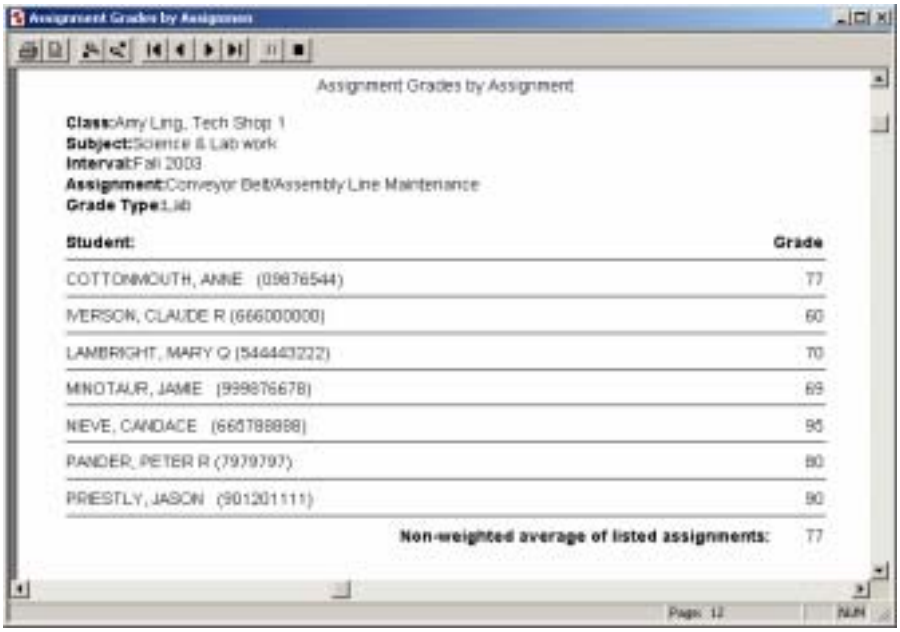
There are four types of grade book reports: Assignment Grades by Assignment, Assignment Grades by Student, Sheet Grades, and Sheet Grades Detailed. These reports show which assignments the students have been graded for and what the current averages are. At the end of each section, an average is displayed for that section. Unlike *Tech-Lab Grades*, the instructor may modify the grades posted in these reports via the online grade book itself.

Grades are posted numerically, rounded off to the nearest whole number. Those students who have not been graded for a particular assignment will not have that assignment as a part of their average. Assignments excluded from the Assignment Grades reports will not be included in these reported averages. The weighted averages shown in the Sheet Grades reports are calculated based on the grade types created for that sheet.

Other reports related to the online grade book include the Assignment List report and the Grade Type List report.

Assignment Grades by Assignment

The Assignment Grades by Assignment report displays student grades for each assignment selected from the active GradeBook sheet. These grades are computed based on the GradeBook grade weights that the instructor has assigned to the various grade types.



This report is sorted by assignment. Page breaks always occur at the start of a new assignment. Grades are posted numerically, rounded off to the nearest whole number. Those students who have not been given a grade for a particular assignment will not appear.

The averages posted in this report may not match the current averages posted on the selected GradeBook sheet, as the averages in GradeBook are student averages. This report only averages the scores displayed.

For a report of the current weighted averages for the selected sheet, generate either the Sheet Grades by Student report or the Sheet Grades Detailed by Student report.

1. From the Main Menu screen, select the class for the assignment report from the **Selected Class** drop-down menu.
2. Click the **GradeBook** icon. The GradeBook screen appears.
3. From the GradeBook toolbar, click on the **Select Sheet** button. The Create/Select Sheet window appears. From each drop-down menu, select the appropriate **Subject** and **Interval** for your report. Click the **Select Sheet** button.
4. From the GradeBook toolbar, select **Reports**. The Reports window appears.
5. Select **Assignment Grades by Assignment**. Click the **Modify** button to edit the students and assignments to be considered for the report. Only checked items appear in the report. Click **OK**.
6. Select **View Report**. The Report viewer appears. Use the various function buttons to navigate through and/or print the report.

7. Click on the **Close** button when finished. The instructor will be unable to access *GradePoint* until this window is closed.

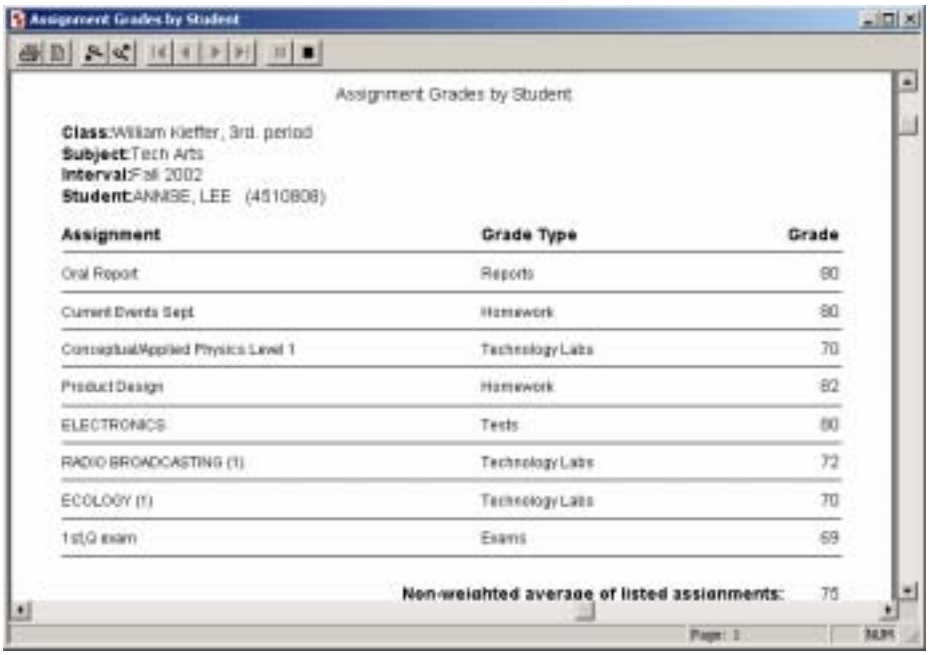
Assignment Grades by Student

The Assignment Grades by Student report displays student grades for each assignment selected from the active GradeBook sheet. These grades are computed based on the GradeBook grade weights that the instructor has assigned to the various grade types.

This report is sorted by student data. Page breaks always occur with each new student. Grades are posted numerically, rounded off to the nearest whole number.

Unmarked assignments will not appear in this report. Each assignment posted will be listed with its grade type as well as the student's grade for that assignment. The averages posted in this report will likely not match the current averages posted on the selected GradeBook sheet, as the averages in GradeBook are inclusive to all grade types. This report ignores grade type weighting. This report averages only the scores displayed.

For a report of the current posted averages for the selected sheet, generate a Sheet Grades report. For a report of assignment grades with the grade type weighted average, generate a Sheet Grades Detailed by Student report.

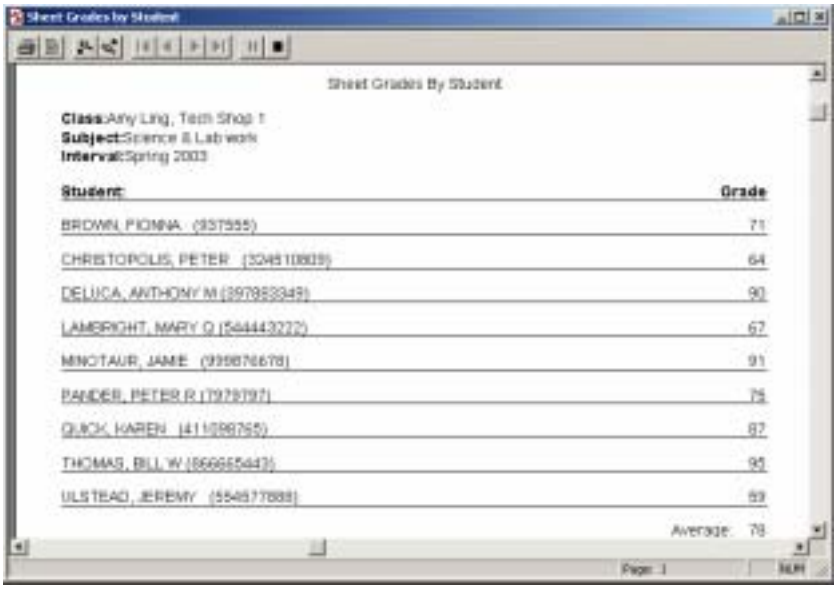


1. From the *GradePoint 2020* Main Menu screen, select the class to base this report on from the **Selected Class** drop-down menu.
2. Click on the **GradeBook** icon. The GradeBook screen appears.
3. From the GradeBook toolbar, click on the **Select Sheet** button. The Create/Select Sheet window appears. From each drop-down menu, select the appropriate **Subject** and **Interval** for the report. Click on the **Select Sheet** button.
4. From the GradeBook toolbar, select **Reports**. The Reports window appears.
5. Select **Assignment Grades by Student**. Click the **Modify** button to edit the students and assignments to be considered for the report. Only checked items appear in the report. Click **OK**.
6. Select **View Report**. The Report viewer appears. Use the various function buttons to navigate through and/or print the report.
7. Click on the **Close** button when finished. The instructor will be unable to access *GradePoint* until this window is closed.

Sheet Grades by Student

The Sheet Grades by Student report displays students' current averages for the active GradeBook sheet. These grades are computed based on the GradeBook grade weights that the instructor has assigned to the various grade types. The grades are inclusive to all grade types related to the selected sheet, including grade types that are currently unmarked, based on the weights assigned to each type.

This report is sorted alphabetically by student. Grades are posted numerically, rounded off to the nearest whole number. Unlike the other *GradeBook* reports, the averages posted here always match the current average posted on the selected sheet.



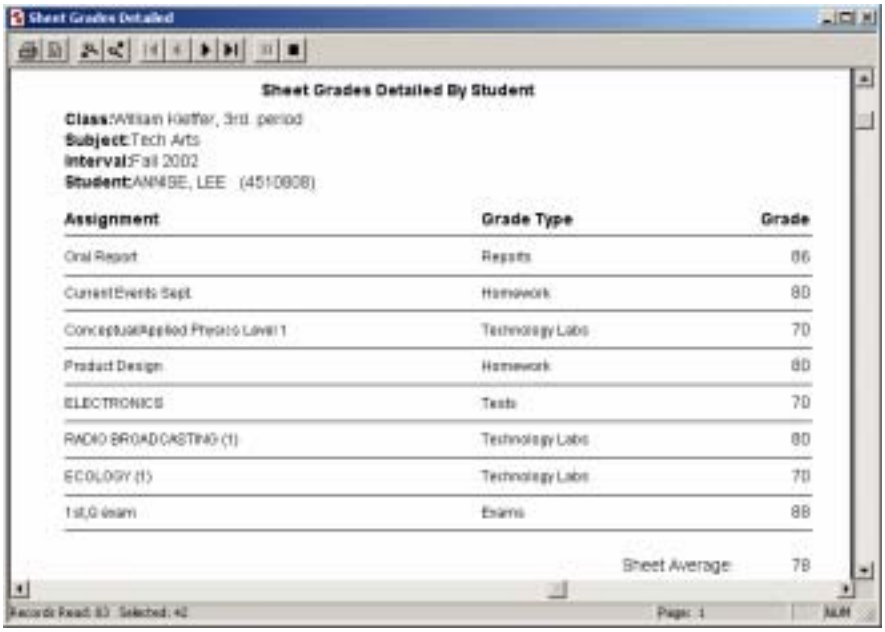
1. From the *GradePoint 2020* Main Menu screen, select the class to base the report on from the **Selected Class** drop-down menu.
2. Click on the **GradeBook** icon. The GradeBook screen appears.
3. From the GradeBook toolbar, click on the **Select Sheet** button. The Create/Select Sheet window appears. From each drop-down menu, select the appropriate **Subject** and **Interval** for your report. Click the **Select Sheet** button.
4. From the GradeBook toolbar, select **Reports**. The Reports window appears.
5. Select **Sheet Grades by Student**. Click the **Modify** button to edit the students to be considered for the report. This report does not exclude any assignments. Only checked students appear in the report. Click **OK**.
6. Click on the **View Report** button. The Report viewer appears. Use the various function buttons to navigate through and/or print the report.
7. Click on the **Close** button when finished. The instructor will be unable to access *GradePoint* until this window is closed.

Sheet Grades Detailed by Student

The Sheet Grades Detailed report displays students' marked assignments with the corresponding grade types as well as students' current weighted average for the active *GradeBook* sheet.

These sheet grades are computed based on the *GradeBook* grade weights that the instructor has assigned to the various grade types. Sheet grades are inclusive to all grade types related to the active sheet (including grade types that are currently unmarked and will therefore not appear in this report), based on the weights assigned to each type.

This report is sorted alphabetically by student. Grades are posted numerically, rounded off to the nearest whole number. The sheet averages posted here always match the current average posted on the selected sheet.



1. From the *GradePoint 2020* Main Menu screen, select the class to base the report on from the **Selected Class** drop-down menu.
2. Click on the **GradeBook** icon. The GradeBook screen appears.
3. From the GradeBook toolbar, click on the **Select Sheet** button. The Create/Select Sheet window appears. From each drop-down menu, select the appropriate **Subject** and **Interval** for your report. Click the **Select Sheet** button.
4. From the GradeBook toolbar, select **Reports**. The Reports window appears.
5. Select **Sheet Grades Detailed by Student**. Click the **Modify** button to edit the students to be considered for the report. This report does not exclude any assignments. Only checked students appear in the report. Click **OK**.
6. Click on the **View Report** button. The Report viewer appears. Use the various function buttons to navigate through and/or print the report.
7. Click on the **Close** button when finished. The instructor will be unable to access *GradePoint* until this window is closed.

Lab Grade Reports

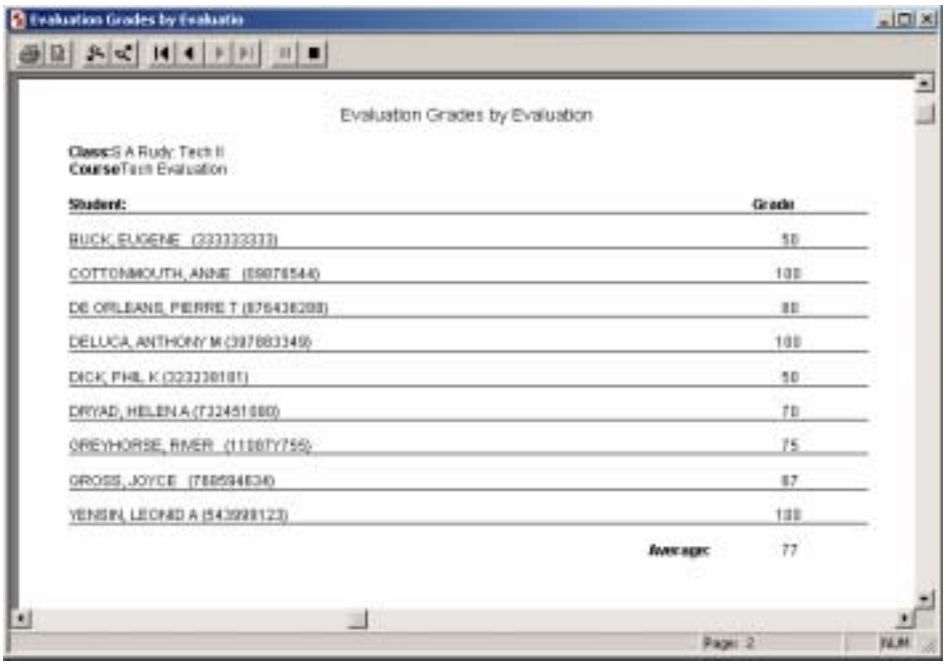
There are ten different types of Lab Grade reports: Grades by Courses, Grades by Student, Evaluation Grades by Evaluation, Evaluation Grades by Student, Workbook Grades by Student, Workbook Grades by Student (show all), Workbook Grades by Course, Workbook Grades by Course (show all), Grades Detailed by Course, and Grades Detailed by Student. These reports enable the instructor to check a student's progress via completed pretest, workbook, and posttest results.

Grades are posted numerically, rounded off to the nearest whole number, in these reports. Those students who have not finished a particular activity or test will be marked as "No Data." Students who have not yet begun a "workbook" or "pretest" in *Tech-Lab* will not appear in most grade reports. All students appear in the "detailed reports," unless excluded manually.

Evaluation Grades by Evaluation

The Evaluation Grades by Evaluation report displays student grades for each evaluation related to the selected class unless otherwise modified. The scores shown here are not based on grade weights. Since evaluations consist of one test only, grade weights are never used.

This report is sorted by evaluation. Page breaks always occur at the start of a new evaluation listing. Grades are posted numerically, rounded off to the nearest whole number, in these reports. Those students who have not taken an evaluation do not appear in this report.



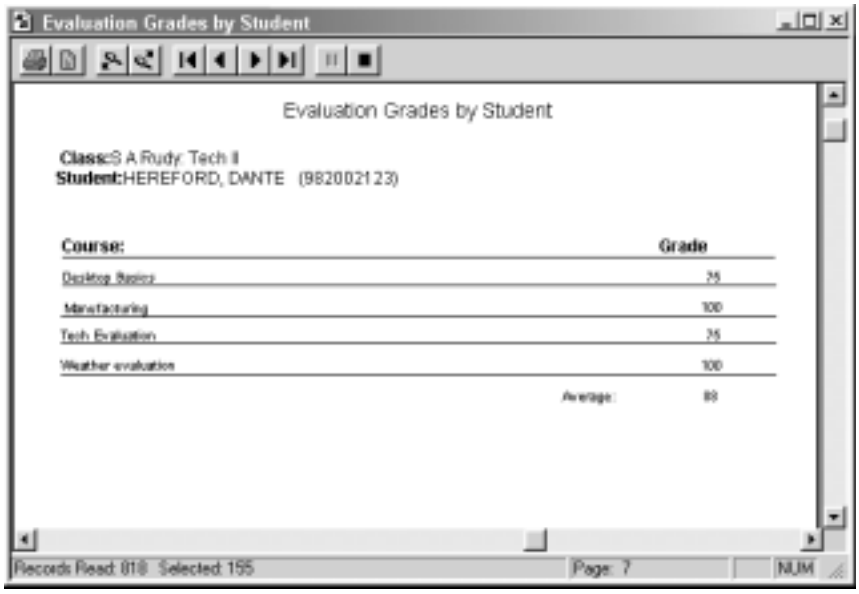
1. From the *GradePoint 2020* Main Menu screen, select the class to report on from the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Tech-Lab Grades screen appears.
3. From the Tech-Lab Grades toolbar, click on the **Reports** button. The Reports window appears.
4. Select **Evaluation Grades by Evaluation**. Click the **Modify** button to edit the students and evaluations to be considered for the report. The report writer automatically filters *Tech-Lab* and user-defined modules out of this report, even if checked. Click **OK**.

5. Click on the **View Report** button. The Report viewer appears. Use the various function buttons to navigate through and/or print the report.
6. Click on the **Close** button when finished. The instructor will be unable to access *GradePoint* until this window is closed.

Evaluation Grades by Student

The Evaluation Grades by Student report displays student grades for each evaluation related to the selected class, unless modified. No grade weights are used in determining these scores, as evaluations have only one section to score.

This report is sorted by student. Student names are conveniently displayed at the top of each page. Page breaks always occur at the start of a new student listing. Grades are posted numerically, rounded off to the nearest whole number. Those students who have not yet taken an evaluation will have "no data" listed as their average.



1. From the *GradePoint 2020* Main Menu screen, select the class to base the report on from the **Selected Class** drop-down menu.
2. Click on the **Lab Grades** icon. The Tech-Lab Grades screen appears.
3. From the Tech-Lab Grades toolbar, select **Reports**. The Reports window appears.
4. Select **Evaluation Grades by Student**. Click **Modify** to edit the students and evaluations to be considered for the report. The report generator automatically filters *Tech-Lab* and user-defined courses out of this report, even when checked. Click on the **OK** button to approve of the modifications.

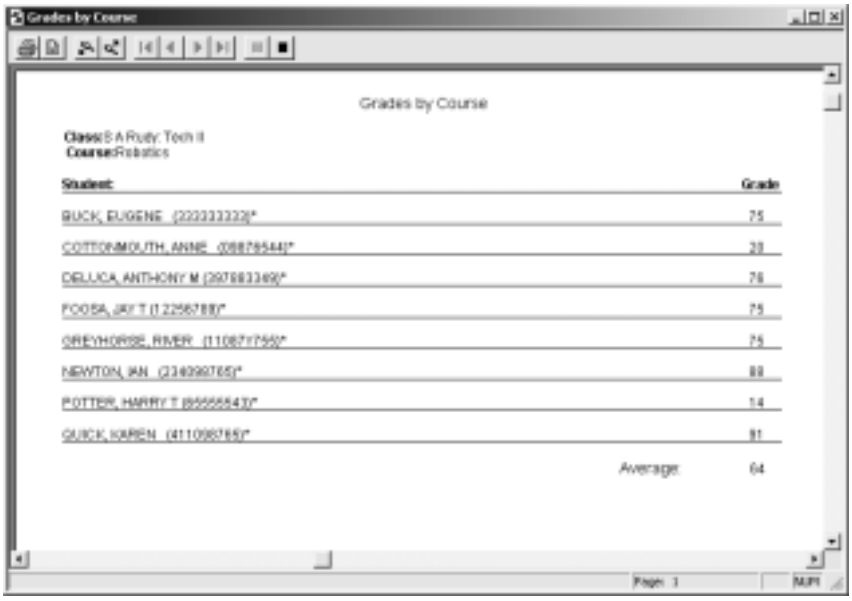
5. Click on the **View Report** button. Use the various function buttons to navigate through and/or print the report when the report viewer appears.
6. Click on the **Close** button to close the report viewer when finished. Instructors will be unable to access *GradePoint* while the report viewer is open.

Grades by Course

The Grades by Course report displays student grades for each module and evaluation selected. Grades for courses are computed based on the lab grade weights that the instructor has set.

This report is sorted by course. Page breaks always occur at the start of a new course listing.

Grades are posted numerically, rounded off to the nearest whole number. Students who have opened a course or evaluation, but not finished a particular graded activity, will be marked with a zero. Students who have not yet opened a graded activity on any of the courses will not appear in the report.



1. From the Main Menu screen, select the class to base the Grades by Course report on from the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Tech-Lab Grades screen appears.
3. From the Tech-Lab Grades toolbar, click on the **Reports** button. The Reports window appears.

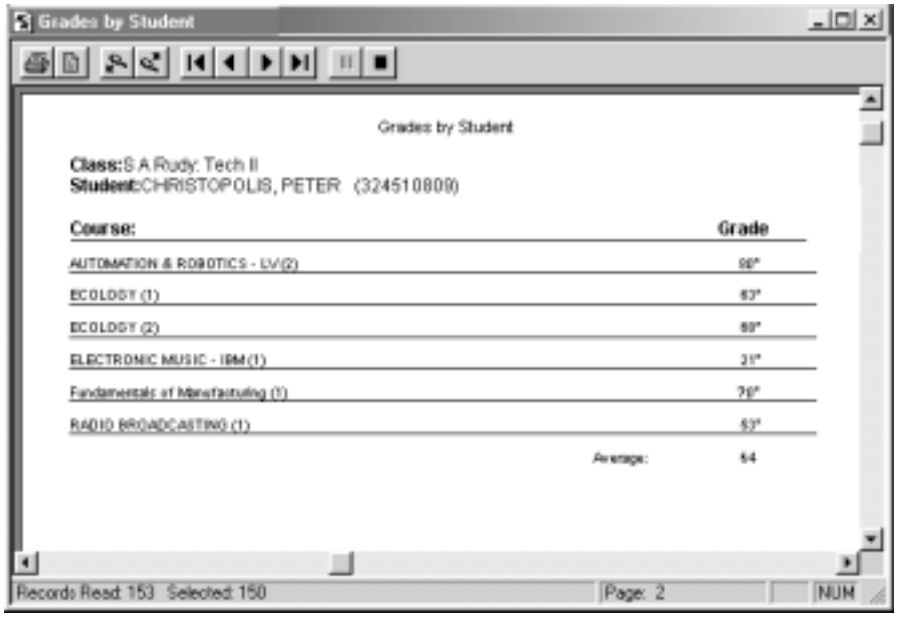
4. Select **Grades by Course**. Click **Modify** to edit the students and courses to be considered for the report. Only checked items appear in the report. Click **OK**.
5. Click on the **View Report** button. The Report viewer appears. Use the various function buttons to navigate through and/or print the report.
6. Click on the **Close** button when finished. The instructor will be unable to access *GradePoint* until this window is closed.

Grades by Student

The Grades by Student report displays student grades for each course selected. These grades are computed based on the lab grade weights selected for that class.

This report is sorted by student. Class title and student names are conveniently displayed at the top of each page. Page breaks always occur at the start of a new student listing.

Grades are posted numerically, rounded off to the nearest whole number. Students who have not taken any of the selected courses or evaluations will be marked with "no data."



1. From the *GradePoint 2020* Main Menu screen, select the class to base this report on from the class drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Tech-Lab Grades screen appears.
3. From the Tech-Lab Grades toolbar, select **Reports**. The Reports window appears.
4. Select **Grades by Student**. Click the **Modify** button to edit the students, courses, and evaluations to be considered for the report. Unchecked items do not appear in report.

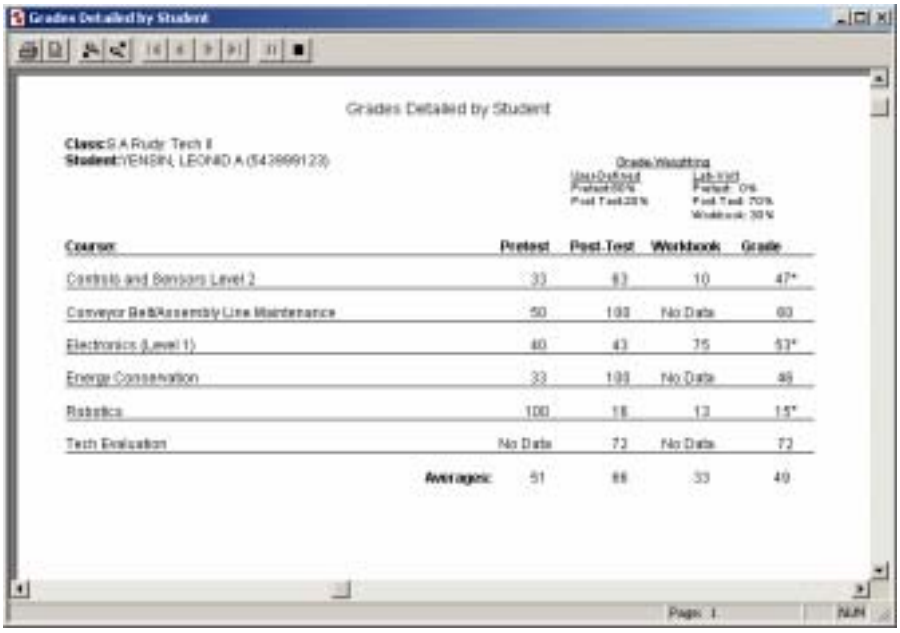
5. Click on the **View Report** button. Use the various function buttons to navigate through and/or print the report when the report viewer appears.
6. Click on the **Close** button to close the report viewer when finished. Instructors will be unable to access *GradePoint* while the report viewer is active.

Grades Detailed by Student

The Grades Detailed by Student report displays students' pretest and posttest grades for each course selected. It also displays the students' grades for each course, which are computed based on the lab grade weights that have been set for that class. When evaluations are listed in this report, the absence of a pretest score and a workbook score will cause the pretest entry to read zero and the workbook entry to read, "No Data." Evaluations do not use grade weights and are solely based on their test scores (listed in this report as posttest).

This report is sorted by student. Student names are conveniently displayed at the top of each page. Page breaks always occur at the start of a new student listing.

Grades are posted as numerical scores, except for those students who have started, but not finished, a particular activity (those instances will be marked as "0.").



1. From the *GradePoint 2020* Main Menu screen, select the class to base the report on via the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Tech-Lab Grades screen appears.

3. From the Tech-Lab Grades toolbar, click on the **Reports** button. The Reports window appears.
4. Select **Grades Detailed by Course**. Click the **Modify** button to edit the students and courses to be considered for the report. Unchecked items will not appear in the report. Click **OK**.
5. Click on **View Report**. The report viewer appears. The instructor may use the various function buttons to navigate through and/or print the report.
6. Click on the **Close** button when finished. There is no access to *GradePoint* until this window is closed.

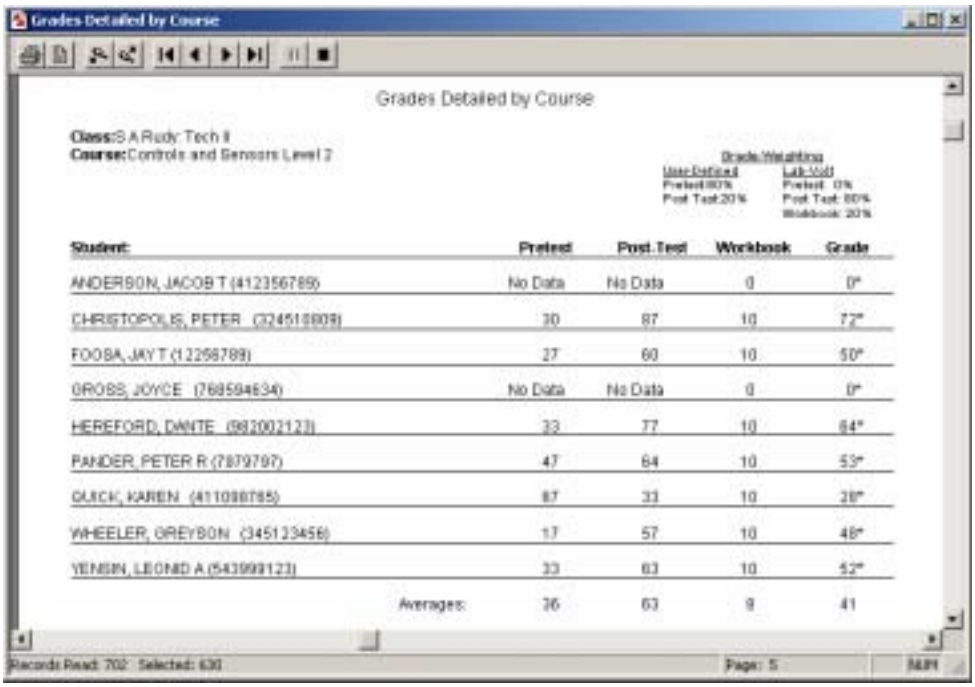
Grades Detailed by Course

The Grades Detailed by Course report displays students' pretest and posttest grades for each module selected. It also displays the student grades for each module, which are computed based on the lab grade weights that have been set for that class.

Evaluation tests are listed in the report as posttests. Evaluations have neither pretests nor workbooks so the entries will be blank for these items.

This report is sorted by course. Page breaks always occur at the start of a new course or evaluation listing.

Grades are posted numerically, rounded up to the nearest whole number, in these reports. Those students who have not completed a particular workbook will be marked as "no data." Students who have not yet opened the course will not appear in the course's list. Students who have taken the pretest but have not yet taken the posttest, will have their score for the pretest listed, but the posttest results will be listed as "No Data."



1. From the *GradePoint 2020* Main Menu screen, select the class to base the Grades Report on from the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Tech-Lab Grades screen appears.

3. From the Tech-Lab Grades toolbar, select **Reports**. The Reports window appears.
4. Select **Grades Detailed by Course**. Click the **Modify** button to edit the students and modules to be considered for the report. Unchecked items will not appear in the report. Click **OK**.
5. Click on the **View Report** button. The Report viewer will appear. Use the various function buttons to navigate through and/or print the report.
6. Click on the **Close** button when finished. Instructors will not be able to access *GradePoint* until this window is closed.

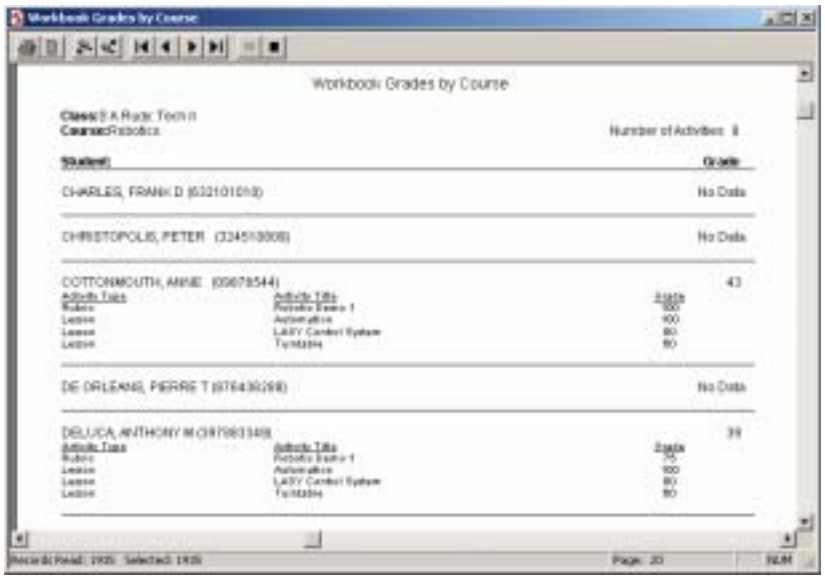
Workbook Grades by Course

The Workbook Grades by Course report lists students' progress on the workbook portion of TechWorld courses as well instructor-graded rubrics. The Workbook Grades report also tracks activity and exercise scores from *Tech-Life* and *Tech-Design*. Instructors can use this report to check successful completions of the workbook sections.

This report is sorted by *Tech-Lab* course. Page breaks always occur at the start of a new course listing.

Workbook grades are posted numerically, rounded up to the nearest whole number. Those students who have not finished a particular competency will be marked as "no data." Students who have not yet begun a "workbook" in *TechWorld* or an exercise in *Tech-Life* or *Tech-Design* will not appear in the report.

User-defined course and evaluations, which never contain workbook activities, are automatically excluded from this report.

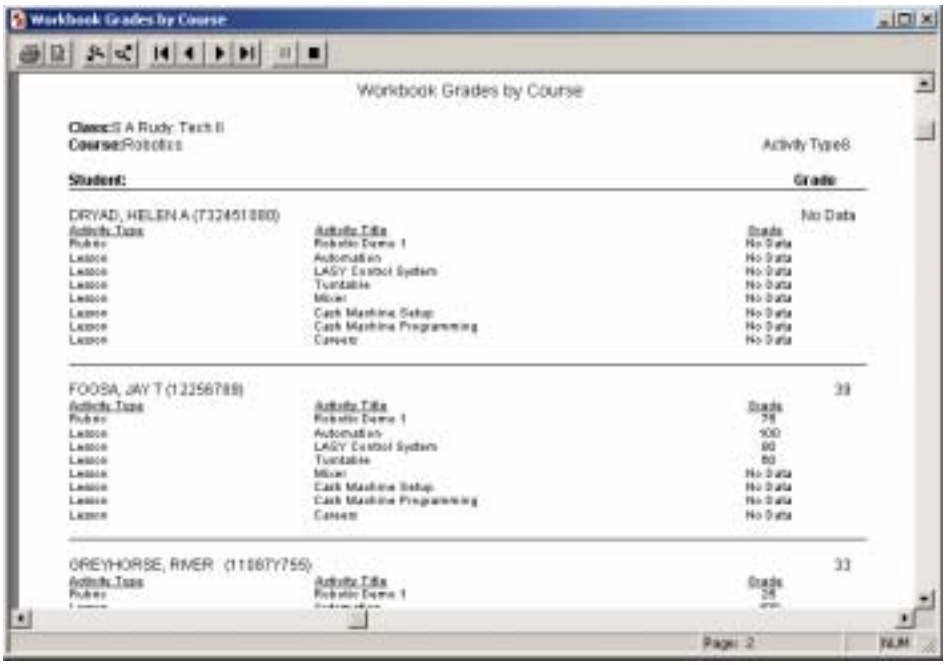


1. From the *GradePoint 2020* Main Menu screen, select the class to base the grades report on from the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Tech-Lab Grades screen appears.
3. From the Tech-Lab Grades toolbar, select **Reports**. The Reports window appears.
4. Select **Workbook Grades by Course**. Click the **Modify** button to edit the students and courses to be considered for the report. Unchecked items do not appear in the report. Click **OK**.
5. Click on the **View Report** button. The Report viewer appears. Use the various function buttons to navigate through and/or print the report.
6. Click on the **Close** button when finished. There is no access to *GradePoint* until this window is closed.

Detailed Workbook Grades by Course

The Workbook Grades by Course (show all) report lists students' progress on the workbook portion of *TechWorld* courses as well as instructor-graded rubrics. Workbook Grades report also tracks activity and exercise scores from *Tech-Life* and *Tech-Design*. Instructors can use this report to check successful completions of the workbook sections.

This report is sorted by course. Page breaks always occur at the start of a new course listing.



Workbook grades are posted numerically, rounded off to the nearest whole number. Those students who have not finished a particular activity will be marked as "no data." Unlike the shorter version, Workbook Grades by Course, this report will list all students in a given class, unless excluded, no matter what activities they may or may not have begun.

User-defined courses and evaluations, which never contain workbook activities, are automatically excluded from this report.

1. From the *GradePoint 2020* Main Menu screen, select the class for the grades report from the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Tech-Lab Grades screen appears.
3. From the Tech-Lab Grades toolbar, select **Reports**. The Reports window appears.
4. Select **Workbook Grades by Course (Show All).** Click the **Modify** button to edit the students and modules to be considered for the report. Unchecked students and modules will not appear in the report. Click **OK**.
5. Select **View Report**. The report viewer appears on the screen. Use the various function buttons to navigate through and/or print the report.
6. Click on the **Close** button when finished. Instructors will be unable to access *GradePoint* until the viewer is closed.

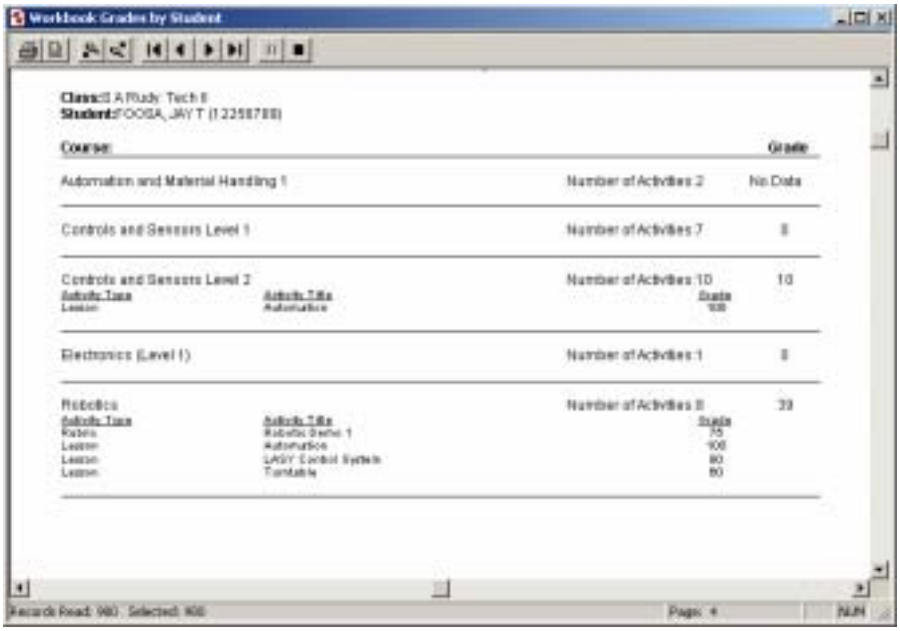
Workbook Grades by Student

The Workbook Grades by Student report lists students' progress on the workbook portion of *Tech-Lab* courses as well as instructor graded rubrics. Instructors can use this report to check for successful completions of the workbook sections.

This report is sorted by student. Student names are conveniently displayed at the top of each page. Page breaks always occur at the start of a new student listing.

Workbook grades are posted numerically, rounded off to the nearest whole number. Those students who have not finished a particular activity will be marked as "no data." Students who have not yet begun a "workbook" or "exercise" in *Tech-Lab* will not have workbook data listed.

Evaluations and user-defined courses, of course, do not have workbooks, and will not appear in this report.



1. From the *GradePoint 2020* Main Menu screen, select the class to base the report on from the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Tech-Lab Grades screen appears.
3. From the Tech-Lab Grades toolbar, select **Reports**. The Reports window appears.
4. Select **Workbook Grades by Student**. Click on the **Modify** button to edit the students and courses to be considered for the report. Unchecked courses and/or students do not appear in the report. Evaluations and user-defined modules never appear in this report, even if checked. Click **OK**.

5. Click on the **View Reports** button. The Report viewer appears after the report is compiled. Use the various function buttons to navigate through and to print the report.
6. Click on the **Close** button when finished. There is no access to *GradePoint 2020* until this window is closed.

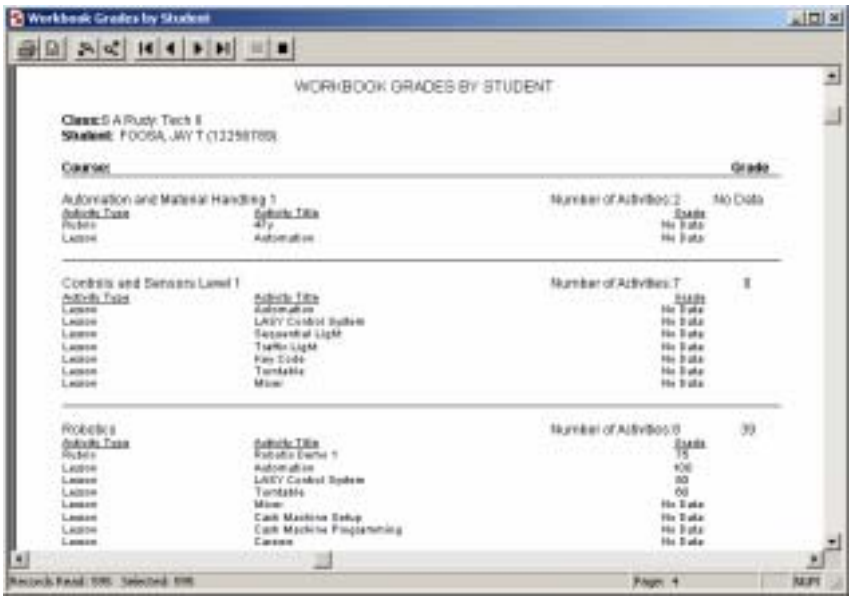
Detailed Workbook Grades by Student

The Workbook Grades by Student (show all) report lists students' progress on the workbook portion of *Tech-Lab* courses. Instructors can use this report to check which parts of the workbook sections students have completed. Instructors may see the impact that instructor observation via rubrics has on grades. An instructor may also see which exercises in *Tech-Lab* a student needs to complete. Scores for each activity are listed, along with the student's overall workbook grade for that course.

This report is sorted by student. Student names are conveniently displayed at the top of each page. Page breaks always occur at the start of a new student listing.

Workbook grades are posted numerically, rounded off to the nearest whole number. Those students who have not finished a particular activity will be marked as "no data." Unlike the shorter version of this report, even students who have not yet begun a "workbook" in *Tech-Lab* will appear in this report.

User-defined courses and evaluations have no workbook activities and therefore will not appear in this report, even if selected.



1. From the *GradePoint 2020* Main Menu screen, select the class to base the report on from the **Selected Class** drop-down menu.
2. Click on the **Tech-Lab Grades** icon. The Tech-Lab Grades screen appears.
3. From the Tech-Lab Grades toolbar, select **Reports**. The Reports window appears.
4. Select **Workbook Grades by Student (Show All)** by double-clicking on it or click on the report once and then click on the **Modify** button to edit the students and courses to be considered for the report.
5. After the report is created, it is displayed on your screen. Use the various function buttons to navigate through and/or print the report.
6. Click on the **Close** button when finished. There is no access to *GradePoint* until this report is closed.